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License Agreement

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14.   GENERAL: This License Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors. This paragraph shall not be construed to alter or modify the prohibitions upon assignments or transfers by Licensee expressed elsewhere in this Agreement.

Getting Started

In this section:

- Find out some basic information about Personalize 'N Stitch.
- Learn how to install Personalize 'N Stitch.

The Personalize 'N Stitch Package

Each Personalize 'N Stitch package includes the following components:

• Personalize 'N Stitch Instruction Manual.

• Personalize 'N Stitch CD-ROM.

> We recommend that you follow the procedures outlined here to ensure that you install Personalize 'N Stitch correctly.

Personalize 'N Stitch System Requirements

Minimum Requirements:

• Pentium III Processor or higher

• Windows®2000 or Windows®XP

• 256MB RAM

• 1GB available hard drive space

• CD-ROM drive

• 1024 x 768 display

• Mouse

Terms Used in the Manual

In the Personalize 'N Stitch program, there is often more than one way to activate the same function or feature. For example, you can select a function from a drop-down menu, a tool bar or in some cases entering a shortcut key combination.

When a procedure states that you must click on a tool with your mouse, a picture of that tool will also appear in the manual.

Icons Used in the Manual

There are three main icons used in the Personalize 'N Stitch manual: Notes, Caution and Tips icons.

Icon	What is it used for
	This Notes icon indicates a key piece of information. You should pay close attention to anything beside this icon.
	This Caution icon alerts you to pay attention to potential actions. Your actions could result in inferior embroidery data, data loss or other negative results.
	This Tips icon indicates a piece of information that will be helpful to you. The helpful tips enable you to better understand how the software works.

What Can I do with Personalize 'N Stitch?
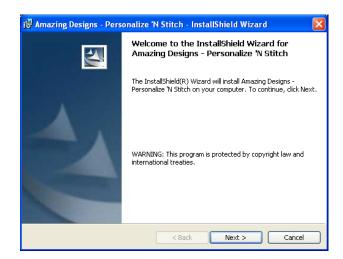
In Personalize 'N Stitch, you can do any of the following and more:

- Create monogram designs
- Create single line, multi-line, and arc lettering
- Add lettering to designs for instant personalization
- Use with Amazing Designs Edit 'N Stitch to expand design creation possibilities
- Open and save BLF outline files
- Convert designs to other formats
- View the stitching process using the Stitch Edit tool bar
- View designs in Realistic Preview mode
- Preview designs before printing, and print design with color information
- Select a fabric pattern for the background of designs
- Copy, paste and merge designs
- Insert trim commands
- Align segments at the left, right, top, bottom or center of a design
- Use the envelope feature for normal and monogram text
- Use individual kerning tools with monograms, normal text, multi-line text and arc text.
- Create multi-color lettering

Installing Personalize 'N Stitch

To install the software:

1 From the Windows Desktop, close all open programs.

2 Insert the Personalize 'N Stitch CD into the CD-ROM drive.
You see the Setup dialog appear.

3 To begin the install, click Install.
You will see the Amazing Designs - Personalize 'N Stitch - InstallShield Wizard introductory screen.

4 Click Next to continue.
We recommend that you read the License Agreement carefully and completely.

5 Follow the instructions on each screen.

Activating Personalize 'N Stitch

Initially you can use the Personalize 'N Stitch software for up to 30 days without a license. To use it in this 30-day trial mode, select this option when you install the program. Each time you run the program the remaining number of days in the trial period will be displayed.

Any time during the evaluation period you can start the license activation using the Help menu. You can choose one of the following options to obtain a license:
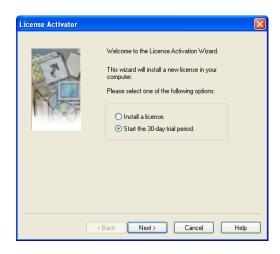
- Using a serial number (requires Internet connection).
- Providing an unlocking key given to you by phone or e-mail.
- Transferring a license from another computer.

Obtaining a License for Personalize 'N Stitch from the Internet

If you received a product serial number with the program, the number can be used to obtain a license. If you have an Internet connection, you can have the program automatically obtain a license.

To obtain a license from the Internet:
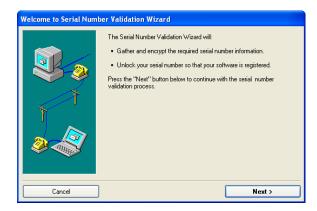
1 To open the Personalize 'N Stitch License Activator wizard, select one of the following procedures:

- If you are using the 30-day trial mode for Personalize 'N Stitch, choose Help—Open License Activator.
- If your 30-day trial mode has expired, double-click the Personalize 'N Stitch link on your computer desktop.
  You will see the Personalize 'N Stitch License Activator wizard appear.

2 Select the Install a license option and click Next.
You will see another Personalize 'N Stitch License Activator wizard page appear.

3 Select *I received a serial number and I have internet connection on this machine* and click Next.
You will see the Welcome to Serial Number Validation Wizard page appear.

4 Read the information shown and click Next.
You will see the Serial Number Validation Wizard page appear.

5   In the Serial number field, enter the serial number you
received.

The serial number is located on the Personalize 'N Stitch
install CD case.

6   Click Next to continue.
*You will see another Serial Number Validation Wizard page
appear.*

7   To finish obtaining a license for Personalize 'N Stitch, click
Finish.

Obtaining a License for Personalize 'N Stitch without Internet Access
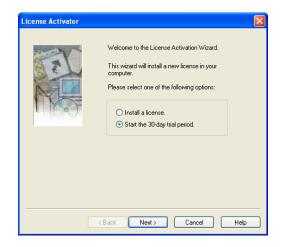
If you do not have an Internet connection, you will need to
contact Amazing Designs support to obtain a license. Please
call 1-866-336-8329 or visit www.amazingdesigns.com for
contact information.

To obtain a license without Internet access:

1   To open the Personalize 'N Stitch License Activator wizard,
select one of the following procedures:

   ◆   If you are using the 30-day trial mode for Personalize 'N
Stitch, choose Help—Open License Activator.
   ◆   If your 30-day trial mode has expired, double-click the
Personalize 'N Stitch link on your computer desktop.

*You will see the Personalize 'N Stitch License Activator
wizard appear.*

2 Select the Install a license option and click Next.
You will see another Personalize 'N Stitch License Activator wizard page appear.

3 Select *I received a serial number and I don't have internet connection on this machine* and click Next.
You will see another Personalize 'N Stitch License Activator wizard page appear. This page will show your Site Code.

4   In the Site Key field, enter the site key you were given for your computer or click Browse and find the location of the site key.

> To obtain a Site Key please call 1-866-336-8329. Have your serial number and Site Code information readily available. Leave the License Activator dialog open.

5   Click Next to continue.
   You will see another Personalize 'N Stitch License Activator wizard page appear.

6   Click Next to continue.
   You will see another License Activator wizard page appear.

7   Click Finish to complete your installation.

Transferring a License from a Second Computer

If you are running an installation of Personalize 'N Stitch on your computer, without a license, you can transfer an existing license from a second computer. You can copy an Personalize 'N Stitch license onto a floppy disk, USB device or network directory folder. Only the Personalize 'N Stitch installation with a license can run the software.

> If you are using the 30-day trial, it is considered a temporary license.
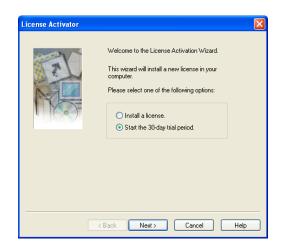
To transfer a license to a floppy disk:

1 On the computer without a license, open Personalize 'N Stitch.

> The first time you open Personalize 'N Stitch you will see the License Agreement dialog. To continue, click I agree.

You will see the Personalize 'N Stitch License Activator wizard appear.

2   Select the Install a license option and click Next.
You will see another Personalize 'N Stitch License Activator
Wizard page appear.

3   Select *I want to transfer a license from a second computer*
and click Next.
You will see another Personalize 'N Stitch License Activator
wizard page appear.

4 Insert an empty floppy disk into your A:\ drive.
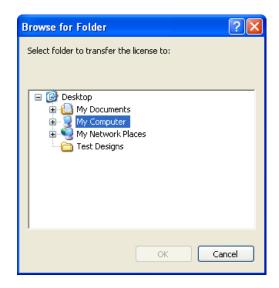
> To transfer your license to another media see the following
> procedures "To transfer a license to directory or USB device".

5 Click Next and a registration file will be copied to your floppy
disk.
*You will see another Personalize 'N Stitch License Activator
wizard page appear. Leave this wizard page open.*

6 Remove your floppy disk.

7 On the computer with a license, open Personalize 'N Stitch
and insert the floppy disk into your A:\ drive.

8 Choose Help—Transfer License.
You will see the Browse for Folder dialog appear.

Browse for Folder

Select folder to transfer the license to:

- Desktop
  - My Documents
  - **My Computer**
  - My Network Places
  - Test Designs

OK   Cancel

9 Browse to your A:\ drive that contains your floppy disk.

> To transfer your license to another media see the following procedures "To transfer a license to directory or USB device".

10 Click OK.

You see the License Transfer confirmation dialogs. Click OK. Personalize 'N Stitch will shutdown.

The installation of Personalize 'N Stitch on this computer will no longer have a license.

11 Remove your floppy disk.

12 On the computer without a license, insert your floppy disk into the A:\ drive and click Next.
The license will be copied to this installation of Personalize 'N Stitch. You will see another License Activator wizard page appear.

13 Click Finish.
Personalize 'N Stitch will be launched. You can begin using Personalize 'N Stitch on this computer.
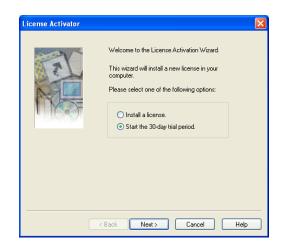
To transfer a license to directory or USB device:

1 On the computer without a license, open Personalize 'N Stitch.

You will see the Personalize 'N Stitch License Activator wizard appear.
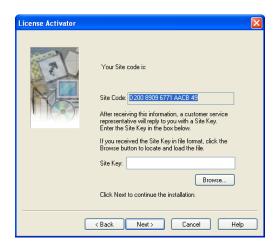

2 Select the Install a license option and click Next.

You will see another Personalize 'N Stitch License Activator Wizard page appear.

3   Select *I want to transfer a license from a second computer*
and click Next.

You will see another Personalize 'N Stitch License Activator
wizard page appear.
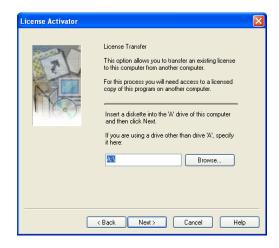
4 Click Browse and locate the network directory you want to transfer your license to.

5 Click Next.

You will see another Personalize 'N Stitch License Activator wizard page appear. Leave this wizard page open.

6 On the computer with a license, open Personalize 'N Stitch.

7 Choose Help—Transfer License.

You will see the Browse for Folder dialog appear.

8 Browse to location of the specified network directory or USB device you want your license transferred to.

9 Click OK.

You see the License Transfer confirmation dialogs. Click OK. Personalize 'N Stitch will shutdown.

The installation of Personalize 'N Stitch on this computer will no longer have a license.

10 On the computer without a license, click Next.

The license will be copied to this installation of Personalize 'N Stitch. You will see another License Activator wizard page appear.

11 Click Finish.
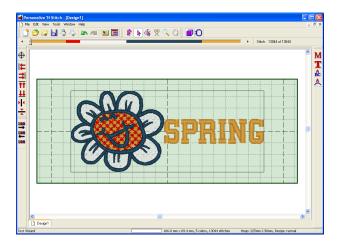
Personalize 'N Stitch will be launched. You can begin using Personalize 'N Stitch on this computer.

Opening and Closing Personalize 'N Stitch

To open the software:

- Do one of the following:
  - ◆ Double-click the Personalize 'N Stitch icon created on your desktop.
  - ◆ Choose Start—Programs—Amazing Designs— Personalize 'N Stitch.

  You will see the Personalize 'N Stitch design workspace appear.

Personalize 'N Stitch design workspace

To close Personalize 'N Stitch:

- Do one of the following:
  - ◆ Choose File—Exit.
  - ◆ Enter Alt+F4 on your keyboard.

Backing up files

Windows®2000/XP comes with an efficient file Backup program called Microsoft Backup. We recommend you use Microsoft Backup to backup files and designs on a regular basis. Backing up your work protects your designs in case the data on your computer is lost or damaged.

> If Microsoft Backup is not currently installed on your computer, refer to the Windows®2000/XP Online Help for installation instructions.

To back up files:
1   Click Start.
2   Choose Programs—Accessories—System Tools—Backup.
3   Follow the instructions provided.
    If you have any problems, consult the Microsoft Backup's Online Help.

Supported Embroidery File Formats

Personalize 'N Stitch supports a wide variety of home and commercial file formats. Condensed formats allow more options in resizing and editing. These formats are designed for optimum performance in resizing. Expanded formats allow less options in resizing and editing. When resizing the condensed or expanded formats listed, the stitch count will be recalculated to properly suit the new size. Multiple resizing, however, is not recommended for expanded formats in the same session.

The following file formats are supported in Personalize 'N Stitch.

Outline File (BLF)

BLF files are working files that contain both outlines and stitches, allowing for the highest level of design editing. It is recommended that you first save all working files as *.blf to preserve the outlines and then export to the machine file format you want.

Baby Lock/Brother/Bernina (PES)

PES files are expanded file formats that work with Baby Lock Palette, Bernina Wizard and Brother PE-Design software.

Elna/Janome/Kenmore (SEW)

SEW files are expanded file formats that work with Janome Scan-n-Sew PC, Elna Envision Scan PC, Dream Vision and Customizer 2000.

Janome/Kenmore (JEF)

JEF files are expanded file formats that work with the Janome 10000 and higher machines.

Viking/Husqvarna (HUS)

HUS files are expanded file formats that work with Viking DOS Customizer and Viking Customizer 95 software.

Pfaff (PCS)

PCS files are expanded file formats that work with Pfaff PC-Designer V2.0 (PC), and Pfaff PC-Designer V2.1 (PC) software.

Tajima (DST)

DST files are expanded file formats that were developed for the Tajima commercial embroidery machine.

Singer (XXX)

XXX files are expanded file formats that work with Singer PSW.

Singer/POEM (CSD)

CSD files are expanded file formats that work with POEM, HuskyGram and Singer EU.

Melco (EXP)

EXP files are expanded file formats used with Melco embroidery machines. Bernina Artista and Deco 330 use this format.

Viking (SHV)

SHV files are expanded file formats that work with the Designer series of machines from Viking.

Viking/Pfaff file (VIP)

VIP files are expanded file formats that work with Pfaff embroidery machines.

Elna (EMD)

EMD files are expanded file formats that work with the Elna Xpressive software and Elna Xquisit machine.

Singer (EMD)

EMD files are expanded file formats that work with the Singer software and Singer XL5000 and XL6000 machines.

Getting Help

The Personalize 'N Stitch documentation gives you a variety of ways to find answers to your questions.

Personalize 'N Stitch User's Guide

Use the Getting Help section to learn about all the ways you can receive help.

Online Help

The Online Help provides a quick way to access conceptual information and step-by-step instructions.

Using the Personalize 'N Stitch Online Help

The Personalize 'N Stitch Online Help is a quick way to find answers to your questions and see step-by-step instructions. Because the Online Help is updated for every major release, you will benefit from the most up-to-date information.

Opening the Online Help

The Online Help contains a wide variety of topics that contain helpful procedures, descriptions, and definitions. Because a large number of topics exists, the Online Help allows you to search for topics in various ways. You can search using the table of contents, the index or a database of keywords. You can also save the topics you visit most often.

To open the Online Help:

1 Double-click the Personalize 'N Stitch icon on your desktop to open Personalize 'N Stitch.
You see the blank Personalize 'N Stitch design workspace.

2 Do one of the following:
- Choose Help—Personalize 'N Stitch.
- Press F1 on your keyboard.

You see the Personalize 'N Stitch Online Help appear.

Using the Contents

The Online Help has a table of contents. Each book contains a series of related topics.

To use the Contents:

1 Choose Help—Personalize 'N Stitch.
2 Double-click the book you want to open.
3 Click the topic you want to see.
You see the topic in the right window pane.

Using the Index

The Online Help index is similar to the index in a book.

To use the Index:

1 Choose Help—Personalize 'N Stitch.
2 Click the Index tab.
3 In the text box, enter the word or words you want to search.
   In the list, you see the topics that most closely match your query.
4 Click the term you want to learn more about.
   If there is more than one topic for the keyword, you see a menu.
5 Click the topic you want to see.
   You see the topic in the right window pane.

Using Search

The Search tab lets you search using keywords or phrases in a database of all the words found in the Personalize 'N Stitch Online Help.

To use Search:

1 Choose Help—Personalize 'N Stitch.
2 Click the Search tab.
3 In the text box, enter the keywords or phrases you want to find.
4 Click List Topics.
   In the list, you see the topics that most closely match.
5 Do one of the following:
   - Click the topic you want to view and click Display.
   - Double-click the topic you want to view.
   You see the topic in the right window pane.

Saving your favorite topics

The Favorites tab lets you save the topics that you visit most often and want to access quickly.

To save your favorite topics:

1 Choose Help—Personalize 'N Stitch.
2 Double-click the book you want to open.
3 Click the topic you want to save as your favorite.
   You see the topic in the right window pane.
4 Click the Favorites tab.
   You see the selected topic in the Current topic area.
5 To add the selected topic to your favorites list, click Add.
   You see the selected topic appear in the Topics area.
6 To display your favorite topic, do one of the following:
   - In the Topics area, select the favorite topic you want to display and click Display.
   - In the Topics area, double-click the favorite topic you want to display.
   You see the topic in the right window pane.
7 To remove one of your favorite topics, do the following:
   - In the Topics area, select the favorite topic you want to remove and click Remove.

Printing Online Help topics

You can print any of the topics in the Online Help.

To print topics:

1 Choose Help—Personalize 'N Stitch.
2 Click the topic you want to print.
   The topic will appear in the Help window.
3 Click Print.
   You see the Print Topics dialog box.
4 Select one of the following print options:
   - Print the selected topic

- ◆ Print the selected heading and all subtopics

5 Click OK.

You see the Print dialog box.

6 Change any of the print settings, if necessary, and click OK.

The topic is printed.

Support for the Amazing Box MAX

If you have purchased and installed the Amazing Box MAX, you can read from and save to memory cards directly from your Edit 'N Stitch software. For more information on the Amazing Box MAX, please visit www.amazingdesigns.com.
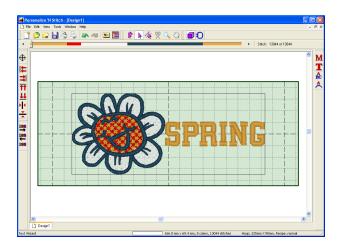
Learning the Basics

In this section:

- Learn how to create and alter designs.
- Find out how to set up the design workspace environment.
- Find out how to open and save designs as well as how to create new designs.
- Learn how to print designs.

Understanding the Personalize 'N Stitch Workspace

The Personalize 'N Stitch workspace contains several areas. The screen below shows the Personalize 'N Stitch workspace.
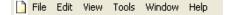
Title Bar

The Title Bar appears at the top of the Personalize 'N Stitch design window. When you open a design, the design's name is displayed in the title bar.

Menu Bar

The Menu Bar appears below the Title Bar. The Menu Bar contains a list of menus specific to Personalize 'N Stitch.

Personalize 'N Stitch Tools

Personalize 'N Stitch has many tools available in the tool bar. To show or hide a tool bar, go to the View—Tool Bars menu and select the tool bar's name. The following charts describe the tools specific to Personalize 'N Stitch.

File Tools

Tool	What it means
	New: Creates a new untitled design.
	Open Design: Opens an existing design file.
	Merge Design: Merges a design file into an active design window.
	Save: Saves the current design.
	Print Preview: Opens the print preview window, which in turn will let you modify print settings and print the current design.
	Print: Prints the current design.
	Undo: Reverses your last action.
	Redo: Reverses the action of the Undo command.
	Properties: Displays the Properties dialog box that contains editable settings for the selected segment.
	Options: Displays the Options dialog box. Contains the Formats, Environment, Stitch and Grid settings for the Personalize 'N Stitch program.

Edit Tools

Tool	What it means
	Select All: Selects all objects in the design window.
	Segment Select: Selects objects in the design window.
	Stitch: Activates stitch edit mode and selects individual stitch points in the design.
	Add Trim: (Only available in stitch edit mode). Adds trim to the selected stitch.
	Add Lock Stitch: (Only available in stitch edit mode). Adds lock stitch to the selected stitch.
	Magnifying Glass: Enlarge or reduce parts of your design for easier viewing on-screen.
	Pan: Allows you to move the design area around.

Modify Tools

Tool	What it means
	Center: Moves all selected objects and aligns them along the center-most axis.

Tool	What it means
	Left Align: Moves all selected objects except the left-most item selected, and aligns them along the left-most axis.
	Right Align: Moves all selected objects except the right-most item selected, and aligns them along the right-most axis.
	Top Align: Moves all selected objects except the top-most item selected, and aligns them along the top-most axis.
	Bottom Align: Moves all selected objects except the bottom-most item selected, and aligns them along the bottom-most axis.
	Horizontal Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.
	Vertical Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.

View Tools

Tool	What it means
	Realistic Preview: Realistic 3D rendering of your design on-screen.
	Select Hoop: Displays a list of available hoops for use. The selected hoop will be displayed in the design.

Wizards Tools

Tools	What it means
M	**Monogram:** Opens the Monogram Wizard to create monogram text with embellishments.
T	**Text Wizard:** Opens the Text Wizard to creates lettering only or lettering along with designs.
A **BC**	**Multi-Line Text:** Creates multi-line lettering placed along a straight baseline.
A	**Arc Text:** Creates curved lettering.

Color Tools

Tool	What it means
	Color Advance: Move forward in the design by one color.
	Color Reverse: Move backward in the design by one color.
	All Colors: View all colors in the design.

Draw Bar

The Draw Bar makes it easy to see how your design will sew. You can use the Draw Bar to eliminate potential sewing problems.

The draw bar controls which parts of the design are drawn on the design window.

Scrollbar Slider

The length of the scrollbar slider represents all of the stitches in the opened design. You can move the scrollbar slider by dragging it to see a design as it will look sewn to a particular point. The color display within the scrollbar indicates the thread color that will be sewn when the scrollbar slider is positioned over it. Clicking on the arrows at the ends of the scrollbar will advance or retrace the design position by one stitch.

> If you select the Color Advance ▦ tool or the Color Reverse ▦ tool while the Draw Bar is active, your cursor will change to an arrow with a clock next to it. This indicates that the entire design is not being sewn onscreen and all edits performed will only pertain to the currently visible areas of the design.

Color Palette

The thread colors for the design are shown in the Color Palette located under the design window. To show or hide the Color Palette, choose View—Color Palette. For more information on the color palette, see "Changing Thread Colors".

Status Line

The Status Line appears at the bottom of the Personalize 'N Stitch window. To show or hide the Status Line, choose View— Status Line.
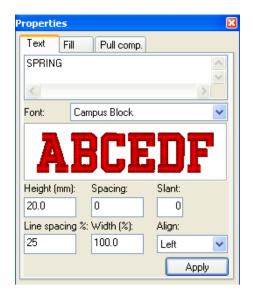
As you move the mouse over different sections of the workspace, this indicator will tell you what that area or button does. You will also find specific design information in other areas of the status bar. For example, the status bar shows the design dimensions, the total number of stitches, the hoop type and the recipe selected for the design.

129.0 mm x 166.6 mm, 20 colors, 46851 stitches   Hoop: 100mm X 100mm, Recipe: normal

Personalize 'N Stitch Properties box

The design properties of selected text segments are shown in the Properties box. The Properties box contains tabs related to selected segments. To show or hide the Properties box, choose

View—Properties or click the Properties [icon] tool from the File tool bar.

Showing and Hiding Tool Bars

You can hide or move a tool bar if it is blocking your view of the workspace and cluttering the screen. You can move the tool bars anywhere on the screen. If you drag a tool bar to the edge of the design workspace, it attaches to the sides, top, or bottom edge of the workspace. You can arrange the tool bars in an order that is comfortable for you. You can also leave tool bars floating on your workspace.

> To see the name of each tool on the various tool bars, simply move your pointer over the tools. A small Tool Tip box pops up and displays the tool name.

To show or hide a tool bar:

1 Choose View—Tool Bars and select the tool bar you want to show or hide.
A check mark indicates that the tool bar is visible on your screen.

2 To move the tool bars, drag the floating tool bar by its title bar or drag by the gray area around the buttons.

Showing and Hiding Guide Rulers

Personalize 'N Stitch allows you to show or hide guide rulers in the design window.

To show or hide guide rulers:

• Choose View—Guide Rulers.
A check mark indicates that the ruler is visible on your screen.

Changing Thread Colors

Personalize 'N Stitch allows you to adjust the colors of a design using the Color Palette.

To change thread colors:

1 Select a segment or stitch.
For more information, see "Selecting stitches in various ways" and "Selecting Segments".

You can also use the Color Advance tool to select a segment with the thread colors you want to change.

2 If the Color Palette is not already visible in the Design Window, choose View—Color Palette.

3 In the Color Palette area, click one of the color boxes with the thread color you want to use.

Thread charts and color choices are applicable to the file format of any inserted design.

If you are using Personalize 'N Stitch without an inserted embroidery design, the thread color choices are based on the default thread format you have set until you save the design. Once the design is saved, the color choices represent those for the format you have chosen when saving.

Using Scrollbars

The scrollbars are inside the design workspace on the right and bottom of the window. These operate as standard scrollbars, which you may be familiar with from any typical Windows® application. They allow you to quickly navigate the design using the mouse.

Typical actions for the scrollbars include:

- Dragging the Thumb Track to pan the view. Notice that this is like using the Pan tool from the Edit tool bar.
- Clicking in the scrollbar on either side of the Thumb Track will move the design window view one screen at a time.
- Clicking in the scrollbar on the arrows moves the design window view only a small amount at a time.

You can also right-click the scrollbar to display a pop-up menu of scroll actions in Windows®2000 and XP.

Correcting Mistakes

Undo and Redo are two significant features that allow you to correct mistakes. If you make a mistake and change your mind about an action you just made, Undo reverses the action. Redo puts back the change. If Undo or Redo are grayed out, you cannot Undo or Redo.

To use Undo:

- Do one of the following:

    ◆ From the File tool bar, click the Undo ![undo icon] tool.
    ◆ Choose Edit—Undo.
    ◆ Press Ctrl+Z on your keyboard.

To use Redo:

- Do one of the following:

    ◆ From the File tool bar, click the Redo ![redo icon] tool.
    ◆ Choose Edit—Redo.
    ◆ Press Ctrl+Y on your keyboard.

Setting up your Workspace Environment

Personalize 'N Stitch allows you to set up your design workspace environment for all opened design files. You can predetermine the format of new designs as well as the units of measurement you want to use for your designs. You can also customize the spacing and style of grids shown in the workspace.

The following describes the units of measurement that can be used for designs opened in Personalize 'N Stitch.

Metric

The dimensions in Personalize 'N Stitch can be displayed in metric values. This is the default. It is generally preferable for embroiderers to use the metric values because the manufacturers of machines and designs typically use metric values. The machines and software 'think' in the metric system.

English vs. Metric

If you think in inches, you can set Personalize 'N Stitch to use the inch system. Just open the Options dialog and click the

Environment tab. Then, you can select English from the Units list. Once you set your preference to English, this setting will be remembered each time you run Personalize 'N Stitch.

Embroidery machines use metric-based values, therefore it is likely that from time to time you will have to switch back.

To set up your workspace environment:

1 From the File tool bar, click the Options ![Options icon] tool.

You see the Options dialog appear.

2 Click the Formats tab.

3 Adjust one of more of the following Formats settings:

- From the Recipe list, select the recipe you want applied to new design files.
- From the Machine Format list, select the machine format that you want applied to new design files. The Color Palette list changes accordingly and only those thread palettes available for the selected file format will be listed.
- From the File Format list, select the file format type you want used as the default in the Save As dialog.
- From the Color Palette, select the thread chart with the thread colors you want to use.

> ◆ From the Hoops list, select the hoop type you want applied to new design files.

4 Click the Environment tab.

5 From the Units list, select the units of measurement you want used for your designs: Metric or English.

> You can also select the units of measurement using the menu options available in your design workspace. Right-click on the ruler at the left or top of the window and select Metric or English. If the rulers are not already visible in the design window, choose View—Guide Rulers.

6 If you have a Janome or Kenmore machine, select Print Janome Crosshairs to offset the machine's starting point from the center.

7 Click the Grid tab.

8 Adjust one or more of the Grid settings available. For more information, see "Defining grid settings".

9 Click OK.

Creating New Designs

When you open Personalize 'N Stitch, you can immediately begin creating a new, untitled, design in the design window that holds both outlines and stitches. The design window automatically opens using the default recipe (style), machine format settings, color palette and hoop settings specified in the Options dialog. For more information on default settings, see "Setting up your Workspace Environment".

To create a new design:
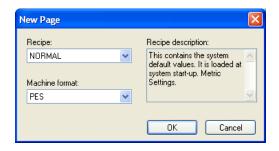
1 To create a new design, do one of the following:

> ◆ Choose File—New.

    ◆   From the File tool bar, click the New   tool.

If you select the New tool from the File tool bar, you will bypass the recipe selection dialog. A new design window will open using the default recipe settings.

You see the New Page dialog.

2   In the Recipe list, select the recipe you want to use for your design.

3   In the Machine format list, select the machine format that you want applied to the design when created.

4   Click OK.
     You see a new design window.

Opening and closing designs

Personalize 'N Stitch allows you to open designs in a wide variety of file formats such as the Outline File (*.BLF).
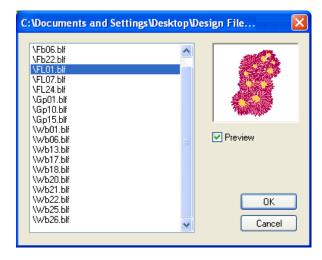
When you open an Outline File (*.BLF) into the design window, your single design file contains both outlines and stitches. When you open expanded files, the stitches are converted to outlines automatically while opening the design.

To open an existing design:

1   To open an existing design, do one of the following:

    ◆   Choose File—Open.

    ◆   From the File tool bar, click the Open Design tool.
    You see the Open Design dialog box.

2   In the Look in list, browse to the location of the file you want to open. You can open design files stored on your hard drive, a disk, or CD-ROM.

3   In the File name box, enter the file name, or select the file you want to open by clicking the file. To open multiple files, press Ctrl on your keyboard while selecting the files you want to open. To open all files, select any file and press Ctrl+A on your keyboard.

4   In the Files of type list, select the format for the design you want to open.

5   Select Preview to view a thumbnail (a small representation) of the design.

6   Click Open.

> To view the contents of a zip file, select the zip file and click Open. Select the design you want to open from the unzipped file list and click OK.

To close a design:

•   Choose File—Close.

To open a file you have recently worked on, choose File and then choose the design file from the list.

To limit the number of displayed designs in the Open File dialog, you can enter the first letter of the design name, followed by an asterisk (*) and the file extension. For example, if you have an Embroidery design file named Cats, enter C*.blf in the File Name box and press **ENTER** on your keyboard. You see a list of all the designs starting with C.

Merging Designs

You can merge a design file into an active design window. Choose File—Merge Design to bring another design into the same design file. If you have a licensed copy of Personalize 'N Stitch, you can add lettering to the design.

> When performing major design editing, you should be careful of how other segments will be affected. For more information on the general rules of editing segments, see "Editing Segments".

Personalize 'N Stitch allows you to merge a design file using a variety of file formats such as the Outline File (*.BLF).

With the Merge Design feature, you can merge designs together to produce new and unique designs.

To merge designs:
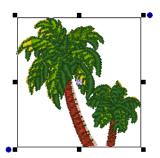
1   Do one of the following:

- Choose File—Open to open an existing file.
  For more information, see "Opening and closing designs".
- Choose File—New to create a new file and create a design.
  For more information, see "Creating new designs".

2   Do one of the following:

- From the File tool bar, click the Merge Design [icon] tool.
- Choose File—Merge Design.
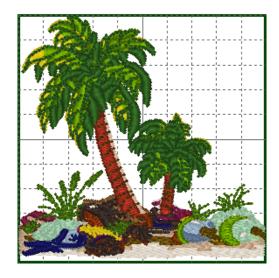
You see the Open File dialog appear.

3 In the Look in list, browse to the location of the file you want to merge. You can merge design files stored on your hard drive, a floppy disk, CD-ROM or other drive locations such as a Flash Drive or Flash card, etc.

4 In the Files of type list, select the format for the design you want to merge.

5 In the File Name box, select the design file that you want to merge onto the current open design workspace.

6 To view a preview of the selected design, select Preview, if not already selected.

You see a preview image of the selected design appear on the right-hand side of the dialog.

7 Click Open.

The merged design file will appear in the design workspace.

If you have a licensed copy of Edit 'N Stitch installed as well, you can use those features in Edit 'N Stitch to merge lettering with designs.

Saving Designs

You can use Save or Save As to save designs in a variety of file formats.

The Save As command lets you save an alternative version of the design with a different name, location, or file format. Save As is handy when you want to keep your original design and create another design with slight modifications. The Save command saves the changes you make to the current design.

As a general rule, you should perform all outline edits to a design first and save the design file. Next, you should perform all stitch edits to the same design and save the design file with a different file name. If you follow this general rule, you can

avoid possibly losing your stitch edits while doing significant design editing.

For more information on the general rules of editing segments, see "Editing Segments".

To save a design:

1   Choose File—Save As.
You see the Save As dialog box.
2   In the Save in list, browse to the location you want to save your file. You can save design files to your hard drive, a disk, or CD-ROM.
3   In the File Name box, enter the file name for the design you want to be saved.
4   In the Save As type list, select the format you want the design to be saved as.
5   Click Save.

To save changes to the current design:

•   Do one of the following:

   ◆   From the File tool bar, click the Save tool.
   ◆   Choose File—Save.

Sending Designs to the Amazing Box MAX

When you purchase and install the Amazing Box MAX, Edit 'N Stitch allows you to send designs directly to your box. For additional information on using the Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

To send designs:

1   Choose File—Send to AB Max.

If you have not purchased and installed the Amazing Box
MAX, the Send to AB Max option will be grayed out and
disabled from the Personalize 'N Stitch menu.

Reading Designs from the Amazing Box MAX

When you purchase and install the Amazing Box MAX, Edit 'N
Stitch allows you to read designs directly from your box. For
additional information on using the Amazing Box MAX, please
refer to the Amazing Box MAX instruction manual that you
received with your Amazing Box MAX.

To read designs:

1   Choose File—Read from AB Max.

If you have not purchased and installed the Amazing Box
MAX, the Read from AB Max option will be grayed out and
disabled from the Personalize 'N Stitch menu.

Selecting Recipes

You can apply predefined settings when you open a new file or you can apply these settings to existing designs using shortcut keys. For example, the Cap recipe contains special underlay, pull-compensation, and density settings appropriate for designs that will be sewn on baseball caps. See "Preinstalled Recipes" for more information on the preinstalled recipes available and their settings.

To use a recipe:

1   Choose File—New.

You see the New Page dialog.

2   From the Recipe list, select a recipe.

The applied recipe changes the default settings for the design.

3   From the Machine Format list, select the machine format you want to use for your document.

4   Click OK.

Preinstalled Recipes

You can choose one of the preinstalled recipes when you open a new design file and the fabric settings contained in the recipes are applied to the design you create.

The following tables outline the preinstalled recipes, including their fabric settings. All fabric settings in the tables are in Metric (mm). If the setting is applied to the design using the selected recipe, you see **Yes** in the table. If the setting is not applied to the design using the selected recipe, you see **No** in the table.

Fabric	Satin Density	Fill Density	Cross Overlap	Pull-Compensation	Contour Underlay	Lattice Underlay
	Program Default	Program Default				
Baby Blankets	0.4	0.4	3	0.3	Yes	Yes
Canvas	0.4	0.4	4	0.4	Yes	Yes
Cap	0.4	0.4	1	0.2	No	No
Dog Collar	0.5	0.5	1	0	No	No
Fake Fur	0.4	0.4	3	0.3	Yes	Yes
Fleece	0.4	0.4	1	0.1	Yes	No
Jeans	0.4	0.4	2	0.2	Yes	No
Leather	0.6	0.6	1	0	No	No
Lycra	0.4	0.4	3	0.4	Yes	Yes
Pique	0.4	0.4	3	0.4	Yes	Yes
Pullover	0.4	0.4	4	0.4	Yes	Yes
Satin	0.5	0.5	1	0.1	Yes	No
Shirt Cuff	0.4	0.4	1	0	No	No
Silk	0.5	0.5	1	0.1	Yes	No
Sweat Shirt	0.4	0.4	3	0.3	Yes	Yes
Towel	0.4	0.4	3	0.3	Yes	Yes
T-shirt	0.4	0.4	3	0.4	Yes	Yes
Velvet	0.4	0.4	3	0.4	Yes	Yes
Vinyl	0.6	0.6	1	0.1	No	No
Woven Fabrics	0.4	0.4	2	0.2	Yes	Yes

Fabric	Full Lattice	ZigZag Underlay	Parallel Underlay	Perpendicular Underlay	Underlay Inset Distance	Underlay Density	Underlay Stitch Length
Baby Blankets	No	No	Yes	No	0.3	2.5	2.5
Canvas	Yes	Yes	No	No	0.3	3	3
Cap	No	No	No	Yes	0.7	2	3.5
Dog Collar	No	No	Yes	No	0.7	2	3.5
Fake Fur	No	Yes	No	No	0.3	2.5	2.5
Fleece	No	No	No	No	0.5	2	2.5
Jeans	Yes	No	No	No	0.4	4	2.5
Leather	No	No	No	Yes	0.6	2	2.5
Lycra	No	Yes	No	No	0.3	3	2.5
Pique	No	Yes	No	No	0.3	2	2.5
Pullover	Yes	Yes	No	No	0.3	2.5	3
Satin	No	No	No	No	0.4	2	2.5
Shirt Cuff	No	No	No	Yes	0.7	2	3.5
Silk	No	No	No	No	0.4	2	2.5
Sweat Shirt	No	No	No	No	0.3	2	2.5
Towel	Yes	Yes	No	No	0.4	2	2.5
T-shirt	No	No	No	No	0.3	2	2.5
Velvet	No	Yes	No	No	0.3	2.5	2.5
Vinyl	No	No	No	Yes	0.3	2.5	3.5
Woven Fabrics	No	No	No	No	0.4	4	2.5

Changing Machine Format Properties

Stitch designs in Personalize 'N Stitch have a machine format. Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files. When you use machine formats, your design information displays accurately on the screen and designs are sewn correctly on that embroidery machine.

When you create a new design file, you can select the machine format for the specific design. The selected machine format can change how the design file is read. For more information, see "Creating new designs".

When you set machine format properties in the Options dialog, all new designs will use these machine format properties as their default settings.

To change machine format properties:

1   From the File tool bar, click the Options 📇 tool.
    You see the Options dialog appear.
2   Click the Formats tab.
3   From the Recipe list, select the recipe you want to use for your design.
4   From the Machine format list, select the machine format that you want applied to new design files.
5   Click OK.

Printing Designs

Changing a design's print settings

You can customize an embroidery design's print settings. Personalize 'N Stitch allows you to adjust the image and worksheet information displayed in design printouts.

To change a design's print settings:

1 Do one of the following:

- From the File tool bar, click the Print Preview tool.
- Choose File—Print Preview.

You see the print preview window appear displaying your design.

2 Click Settings.

You see the Print Settings dialog appear.

3 In the Margins area, enter the size of margins you want for your design worksheet.

4 Select Print Actual Size to have your design print in its actual size.

5 Select Print Color Analysis to print a basic thread sequence view. If the Print In One Page setting is also selected, a simplified color sequence will be printed. If Print In One Page is not selected, an expanded color sequence will be printed.

6 Select Print In One Page to print the design and color sequence on a single worksheet page.

7 Select Print Project Name to have the name of your project printed on your design worksheet. Enter your Project Name in the box below.

8 Click OK.

9 Click Close.

Previewing a design before printing

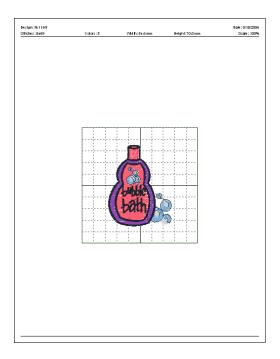You can preview a worksheet on the screen before sending it to the printer.

To preview a design:

1 Do one of the following:

- From the File tool bar, click the Print Preview tool.

◆   Choose File—Print Preview.

You see the print preview window appear displaying your design.

2   To zoom in and out of the previewed worksheet, do the following:

◆   To zoom in on the worksheet, click Zoom In and scroll to view specific parts of the design.

◆   To zoom out on the worksheet, click Zoom Out and scroll to view specific parts of the design.

3   To change the settings for the design worksheet, click Settings.

4   Click OK.

5   To close print preview and return to the design window, click Close.

Printing design worksheets

You can print worksheets for design files. When you print a worksheet for a design file, the worksheet information depends on the selected settings in the Print Setting tab.

To print a worksheet for your design:

1   Do one of the following:

  ◆   From the File tool bar, click the Print Preview 📷 tool.

  ◆   Choose File—Print Preview.

  You see the print preview window appear displaying your design.

2   To change the settings for the design worksheet or check the information that will be printed on the worksheet, click Settings.

3   Click OK.

4   Click Print.

> If you want to print a design worksheet with existing settings, choose File—Print or click the Print 🖨 tool from the File tool bar. Then click OK from the Print dialog.

Viewing Methods and Tools

Magnifying and reducing the view

The Magnifying Glass 🔍 tool sets the Zoom Mode on and off. Use the Magnifying Glass tool to magnify or reduce parts of your design. Magnifying a design lets you see less of your design on-screen. Reducing a design lets you see more of your design on-screen. With Zoom Mode turned on, you can either left-click to enlarge your design or right-click to make your design smaller.

To magnify and reduce parts of a design:

1 Do one of the following:

- From the Edit tool bar, click the Magnifying Glass tool.
- Choose View—Zoom—Zoom Tool.

   The pointer becomes a magnifying glass.

2 Left-click the design.

3 Do one of the following steps:

- Left-click that area to zoom-in on a specific area.
- Right-click to make your design smaller.

4 To turn the Zoom mode off, click the Magnifying Glass tool again.

   This will reset the zoom of the window and the view of the design will be fit into the window.

To zoom-in on a specific area:

1 Do one of the following:

- From the Edit tool bar, click the Magnifying Glass tool.
- Choose View—Zoom—Zoom Tool.

   The pointer becomes a magnifying glass.

2 Click and hold your left mouse button and drag your mouse to form a flexible box around the specific area you want to see in detail.

3 Drag the mouse across the area you want to zoom-in until it is inside the box.

4 Do one of the following steps:

- To increase the zoom, continue clicking and dragging the flexible box. By doing so, you can view a single stitch.

♦ Right-click to make your design smaller.

5 To turn the Zoom mode off, click the Magnifying Glass 🔍 tool again.
This will reset the zoom of the window and the view of the design will be fit into the window.

To disable Zoom:

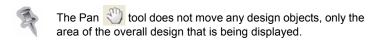• From the Edit tool bar, click the Segment Select ➤ tool once you get to the level of magnification you want.

Viewing parts of a design not visible in the design workspace

You can move to parts of your design that go beyond the window's borders.

To view parts of the design using the Pan tool:

1 Do one of the following:
   ♦ Choose View—Pan.

   ♦ From the Edit tool bar, click the Pan 🖐 tool.
   You will see the cursor change into an icon of a hand.
2 Click and drag your design in the design window.
3 To disable the Pan tool, right-click the design window.

The Pan 🖐 tool does not move any design objects, only the area of the overall design that is being displayed.

To view parts of the design using your keyboard:

• Do any of the following:

   ♦ Use the ↑ key to move up.

   ♦ Use the ↓ key to move down.

- ◆ Use the ◀— key to move left.
- ◆ Use the —▶ key to move right.

Changing the background color of the current window

Depending on the type of artwork you are using or the type of design you are creating, you may want to change the background color or fabric pattern of the hoop in your window. For example, if you are creating a design with light color threads, you may want your background color or fabric pattern darker so that the stitches are more visible on-screen.

To change the background color:

1 Choose Tools—Select Background—Color.
   You see the Color dialog appear.
2 Change the hoop background to a preset or custom color.
3 Click OK.
   The new color replaces the old color in the hoop on your design window.

To change the fabric pattern:

1   Choose Tools—Select Background—Fabric.
    You see the Load Fabric dialog appear.

2   In the Look in list, browse to the location of the file you want to open as fabric. You can open image files stored on your hard drive, a disk, or CD-ROM.

3   In the File name box, enter the file name, or select the file you want to open by clicking the file.
    You will see a preview of the fabric on the right-hand side of the dialog.

4   In the Files of type list, select an image file type for the fabric you want to open.

5   Click Open.
    You will see the selected fabric appear in the hoop on your design window.

Showing and hiding machine commands

Personalize 'N Stitch makes it easy to view the locations on the design where the embroidery machine performs commands if it supports them. These locations are marked with different symbols to display the command type.

The following table shows you the symbol for each command.

Symbol	Command
	Trim: Shows the location in the design file where a trim was added.
	Color Change: Shows the location in the design file where the color of thread changes.

To show commands:

•   Choose View—Commands.
    A check mark will appear beside the name in the menu.

To hide commands:

*   Choose View—Commands.
    The check mark beside the name will be removed.

Showing and hiding the stitch points in designs

Use the Stitch Points feature to see the stitch penetration points in the design window. The black dots in your design represent the point where the embroidery machine needle will penetrate the fabric.

To show the stitch points:

*   Do one of the following:
    *   Choose View—Stitch Points.
        A check mark will appear beside the name in the menu.

To hide the stitch points:

*   Do one of the following:
    *   Choose View—Stitch Points.
        The check mark beside the name will be removed.

Defining grid settings

The Grid Settings help you align and measure artwork and design elements. You can set the grid to measure in millimeters or inches according to your preference. When you are working on a design file, you can display the grid by clicking the Grid tool from the View tool bar.

By default, every horizontal and vertical line will be highlighted in the major grid. If you want to have additional guide lines, you

can add more major grid lines as well as a minor grid. You can increase the spacing values for the minor grid; however, zero and negative spacing values are not supported. The minor grid can also have different horizontal and vertical spacing values.

To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. You should choose separate colors for each grid type.

You can also choose to display a full grid or only the grid crosshairs in the design window.

To define grid settings:

1   Do one of the following:
  - Right-click on the rulers at the left or bottom of the window and click Grid Settings. If the rulers are not already visible in the design window, choose View— Guide Rulers.
    You see the Grid Settings dialog.
  - Choose Tools—Options. From the Options dialog, click the Grid tab.
2   In the Grid Minor area, complete the following:
  - In the Horizontal spacing box, enter the measurements for horizontal spacing in millimeters or inches.
  - In the Vertical spacing box, enter the measurements for vertical spacing in millimeters or inches.
  - From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click Custom from the color box.
3   In the Grid Major area, complete the following:
  - In the Horizontally Every (lines) box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in this box, every third horizontal line will be highlighted in the major grid.
  - In the Vertically Every (lines) box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in this box, every fifth vertical line will be highlighted in the major grid.

   ◆ From the Color list, select a predefined color to use for
      the major grid. If you want to choose from a larger
      selection of colors, click Custom from the color box.
4 In the Style area, select one of the following grid styles:
   ◆ Grid lines
   ◆ Grid cross (displays a cross through the center point of
      the hoop)
5 Click OK.

Showing and hiding the grid

You can show the grid or, if it is in the way, you can hide it.

To show the grid:

• Choose View—Grid.
   A check mark will appear beside the name in the menu.

To hide the grid:

• Choose View—Grid.
   The check mark beside the name will be removed.

Showing and hiding a realistic preview of stitches

Use the Realistic Preview tool to see a realistic 3D view of
your design.

To show realistic stitches:

• Do one of the following:

   ◆ From the View tool bar, click the Realistic Preview
      tool.
   ◆ Choose View—Draw Realistic Preview.
      A check mark will appear beside the name in the menu.

To hide the realistic stitches:

• Do one of the following:

  ◆ From the View tool bar, click the Realistic Preview
    tool.
  ◆ Choose View—Draw Realistic Preview.
    The check mark beside the name will be removed.

Viewing the sewing order of designs
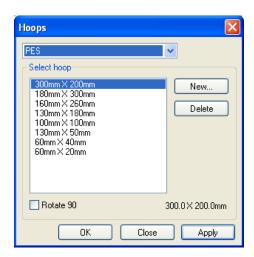
You can view the sewing order of designs by using the Draw
Bar located at the top of the design workspace. Slide the speed
control from left to right to vary the rate of sewing.

Working with Hoops in Personalize 'N Stitch

Viewing the hoop or frame on the screen lets you ensure that
your design fits properly when you run it on the machine. The
hoop serves as a guide to help size and position your design in
the design window. Personalize 'N Stitch comes with many
different pre-loaded hoop sizes. Your hoop size determines how
big your design should be when you save it.

Displaying a hoop while designing

You can select one of many pre-loaded hoops from a range of
different file types using the Hoop dialog.

This feature is useful when you want to make sure that your design will fit for more than one kind of embroidery machine.

> The hoop that you select will be limited to the size of the design for saving purposes. When you save a design that is too big for the hoop you have chosen, you will get a warning message.

To change the displayed hoop:

1 Do one of the following:

 ◆ From the View tool bar, click the Select Hoop tool.
 ◆ Choose Tools—Select Hoop...
 You will see the Hoops dialog appear.

2 From the list, select the design file format for the current design.

3 From the Select hoop area, select the hoop you want to display in your design window from the list.

4 To rotate the selected hoop 90 degrees, select Rotate 90.

5 Click Apply.
 The selected hoop will be displayed in the design window.

6 Click OK.

Adding a new hoop

Personalize 'N Stitch comes with many pre-loaded hoops; however, you can also add new hoop to the software.

To add a new hoop:

1 Do one of the following:

- ◆ From the View tool bar, click the Select Hoop ⬜ tool.
- ◆ Choose Tools—Select Hoop...

   You will see the Hoops dialog appear.

2 From the list, select the design file type for the new hoop you want to add.

3 Click New...

   You will see the New Hoop dialog appear.

4 In the New Hoop dialog, complete the following:

- ◆ In the Width box, enter the width for the new hoop you want added.
- ◆ In the Height box, enter the height for the new hoop you want added.
- ◆ In the Name box, enter the name of the new hoop you want added.
- ◆ Click OK.

   The New Hoops dialog will close and you will see the new hoop listed in the Select hoops area.

5 Click Apply.

6 Click OK.

Deleting an existing hoop

You can easily delete any hoop in Personalize 'N Stitch.

To delete hoops:

1 Do one of the following:

- ◆ From the View tool bar, click the Select Hoop ⬜ tool.

◆ Choose Tools—Select Hoop...

You will see the Hoops dialog appear.

2 From the list, select the design file type for the hoop you want to delete.

3 From the Select hoop area, select the hoop you want to delete.

4 Click Delete.

You will see a dialog appear. If you want to delete the selected hoop, click Yes. The hoop will no longer be listed in the Select hoops area.

5 Click OK.

Aligning Designs

Adding and Moving guidelines

You can use guidelines to help you precisely align segments in your embroidery designs. Guidelines are straight horizontal or vertical lines that you drag from the rulers into your design. These guidelines are easy to make and they are useful for setting alignment lines across the length or width of the design workspace.

To create a horizontal guideline:

1 Position the pointer inside the ruler at the top of the window.

2 Hold down the left mouse button and drag the guideline into the design window.

3 Release the mouse when the guideline is in the position you want.

To create a vertical guideline:

1 Position the pointer inside the ruler at the left side of the window.

2 Hold down the left mouse button and drag the guideline into the design window.

3 Release the mouse when the guideline is in the position you want.

To move existing guidelines:

1   Position the pointer on the guideline you want to move.
A two-sided arrow appears next to your cursor.

2   Left-click and drag to move the guideline.

3   Release the mouse button when you reach the desired position for your guideline.
The guideline is placed.

Removing guidelines

If guidelines are cluttering your workspace, you can remove them.

To remove all guidelines:

•   Right-click on the rulers at the left or bottom of the window and click Remove Guidelines.
The guidelines are removed.

Defining ruler units

When guide rulers are active, large numbered rulers indicate the measurement unit, such as inches or millimeters. The small ticks indicate the increments of the units such as ¼ inch. When you magnify or reduce the view, the increments of the unit measure adjust to reflect the changes. In addition, if you change the grid settings, the rulers change to fit the measurements you set.

The rulers change to fit the measurements you set in the next window you open.

To set the ruler units:

•   Right-click on the ruler at the left or top of the window and select Metric or English.
You see the ruler units change accordingly.

Creating Lettering
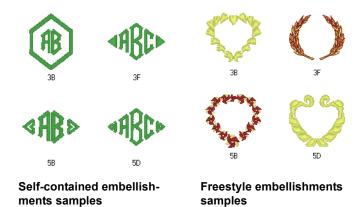
This section covers:

- Learn how to create Monograms, Normal Text, Multi-Line Text and Arced Text within your embroidery designs.

Creating Monograms

You can create unique one, two or three letter monograms using the Monogramming Wizard. Monogram text look like normal text; however, depending on the font you choose you can also add monogram decorations.
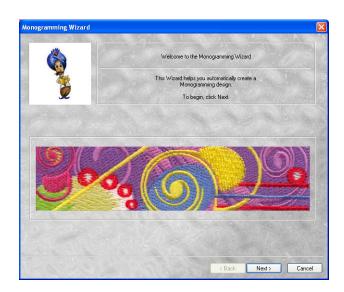
Personalize 'N Stitch allows you to select one of two monogram styles: self-contained and freestyle embellishments. In self-contained embellishments, the letters are scaled in proportion to the embellishment to ensure that letters fit perfectly. In freestyle embellishments, the letters are always centered with the embellishment in the Monogram Wizard. See the "Font Catalog" section to view all of the self-contained and freestyle embellishments available for monograms in Personalize 'N Stitch.

**Self-contained embellish-
ments samples**

**Freestyle embellishments
samples**
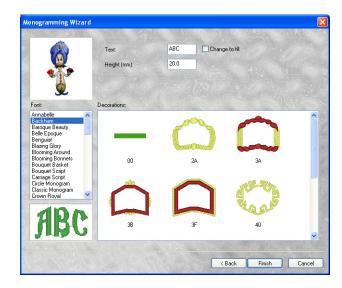
To begin creating monograms with the Monogramming Wizard, simply choose a font, enter your text, and then customize the monogram text to suit your needs.

To create monograms:

1   From the Wizards tool bar, click the Monogram **M** tool.
You will see the Monogramming Wizard window.

2   Click Next to continue.
You will see another Monogramming Wizard window.
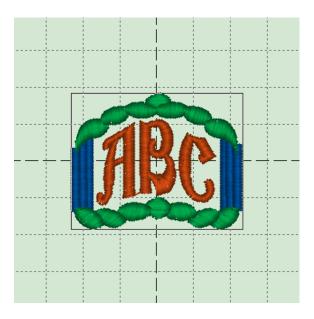
3   In the Text box, enter your one, two or three letter monogram text.

4   In the Height box, enter the height you want to use.

5   To have your monogram use fill stitching rather than satin stitching, select Change to Fill.

> If you enlarge your monogram considerably, it is advised that you select this Change to Fill settings.

6   From the Font list, select the font you want used with the monogram.
When you select a font, you will see its preview below the Font list.

7   (For fonts with decoration codes only) In the Decorations area, select the decoration embellishment you want used for your monogram.

8   To complete your monogram, click Finish.
You will see your monogram text appear in the main design window.
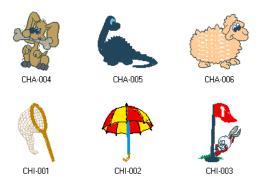
Creating Normal Text

The Text Wizard allows you to add normal text to embroidery designs. Normal text can be more than three letters that are contained in envelopes and can include upper and lower case characters. Fonts containing only upper case characters are indicated in the Text Wizard's font preview area which is below the Font list.

Many embellishments are available within the Text Wizard.

CHA-004   CHA-005   CHA-006

CHI-001   CHI-002   CHI-003

Embellishments available within the Text Wizard

Your lettering can be placed above, below or to the right or left of any embellishment. You have the option to create text with or without any embellishments.

The Text Wizard only allows you to create one line of lettering at a time.

To create normal text:

1   From the Wizards tool bar, click the Text Wizard ![T] tool.
You will see the Text Wizard window.

2   Click Next to continue.

You will see the Text Wizard - Text window.
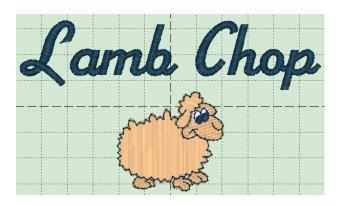
3 In the Text box, enter your text.

4 In the Height box, enter the height you want to use.

5 To have your text use fill stitching rather than satin stitching, select Change to Fill.

6 From the Text Alignment list, select how you want text to be aligned with a selected embellishment. Choose from one of the following methods:

- ◆ Left
- ◆ Right
- ◆ Top
- ◆ Bottom

7 To adjust the spacing of lettering, enter a spacing value in the Space X and Space Y boxes based on the following information:

- ◆ To move text right, enter a positive value in the Space X box.
- ◆ To move text left, enter a negative value in the Space X box.
- ◆ To move text down, enter a positive value in the Space Y box.

- ◆ To move text up, enter a negative value in the Space Y box.

8 From the Font list, select the font you want used for the lettering.

When you select a font, you will see its preview below the Font list.

9 In the Design area, select the design embellishment you want used for your text.

10 To complete your text, click Finish.

You will see your text appear in the main design window.

Creating Multi-Line Text

Use the Multi-Line Text ![BC] tool to create beautiful embroidery designs with personalized multi-line text. Your embroidery designs can be more than three letters and can include upper and lower case characters, just like when you create normal text. When you use the Multi-Line Text tool, however, you can easily add multiple lines of text to any design.

To create multi-line text:

1   From the Wizards tool bar, click the Multi-Line Text ![BC] tool.
  You will see the letter "A" appear beside your cursor.

2   Click once in the design window.

> If another text item was already selected, your first click only de-selected that item. You'll have to click again.

  You see default text "MULTILINE TEXT" appear in the design window. You will need to make changes to this text in the Properties box.

3   From the File tool bar, click the Properties ![icon] tool.
  You will see the Properties box appear.

4   Click the Text tab.

5   In the text box, change the default text accordingly.

6   Make any other changes in the Properties box.
  For more information on changing text settings in the tabs, see "Normal Text Properties".

7   Click Apply.
  Your text will change accordingly.

Creating Arced Text

Arced Text objects are created with the Arc Text 🔺 tool. Arced text objects are those that are created on a circle. They start out with normal proportions for the font, and can be adjusted.

To create arced text:

1   From the Wizards tool bar, click the Arc Text 🔺 tool.
You will see the letter "A" appear beside your cursor.

2   Click once in the design window.

> If another text object was already selected, your first click only de-selected that object. You will have to click again.

You see default text "ARC TEXT" appear in the design window. You will need to make changes to this text in the Properties box.

3   From the File tool bar, click the Properties 🔲 tool.
You will see the Properties box appear.

4   Click the Arc tab.

5   In the text box, change the default text accordingly.

6   Make any other changes in the Properties box.
For more information on changing text settings in the tabs, see "Arced Text Properties".

7   Click Apply.
Your text will change accordingly.
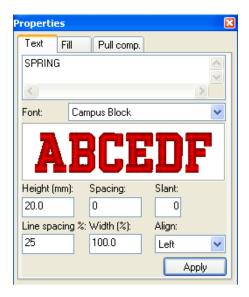
Changing Lettering Properties

In this section:

- Find out how to edit text objects using properties box settings.
- Learn how to edit Monogram, Normal Text, Multi-Line Text and Arc Text properties.

Editing Text in the Properties Box

The Properties box allows you to type in the actual text for your design and change its appearance, reflecting the type of text item that is currently selected.

The Properties box has three tabs. These tabs allow you to adjust specific tab settings. The first of the tabs will be labelled one of the following, depending on the text object selected: Monogram, Text, or Arc. Each text object tab allows you to type in the letters you want to embroider. The second and third tabs are labelled Fill and Pull Comp respectively. These tabs allow you to alter Fill stitch and pull-compensation settings.

To edit text in the Properties box:

1 Select the text object you want to edit.

For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties ⬛ tool.

You will see the Properties box appear.

3 Make any necessary text changes.

4 Click Apply to save your changes.

Changing Lettering

All four modes of lettering allow you to enter the text you want embroidered; however, each mode has some variation on what you can type. For instance, you cannot create a multi-line monogram object. Despite the differences, the method of entering special characters remains the same.

To change Monogram Text:

1 Select the monogram you want to change.

For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties ⬛ tool.

You will see the Properties box appear.

3 Click the Monogram tab.

4 In the Letters box, change the displayed text accordingly.

5 Click Apply to save your changes.

To change Normal and Multi-line Text:

1 Select the text object you want to change.
For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties ▣ tool.
You will see the Properties box appear.

3 Click the Text tab.

4 In the text area, change the displayed text accordingly.

5 Click Apply to save your changes.

To change Arced Text:

1 Select the arced text you want to change.
For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties ▣ tool.
You will see the Properties box appear.

3 Click the Arc tab.

4 In the text area, change the displayed text accordingly.

5 Click Apply to save your changes.

Displaying Special Characters

When you create lettering, you can enter characters available on your keyboard. You can also enter characters using ASCII numbers, a feature that is available for you to use if needed. An ASCII number is a code number, three digits long, which represents a character that may have a key to represent it. For instance, ™ or ® are symbols that exist in some fonts but are not type-able on a standard US/English keyboard.

> Due to Windows constraints, you must enter the numbers on the keyboard's numeric keypad for this to work.

Special Characters List

The following lists the special characters available in
Personalize 'N Stitch:

Character	Key Code
€	Alt + 0128
ƒ	Alt + 0131
„	Alt + 0132
ˆ	Alt + 0136
Š	Alt + 0138
Œ	Alt + 0140
Ž	Alt + 0142
'	Alt + 0145
'	Alt + 0146
"	Alt + 0147
"	Alt + 0148
•	Alt + 0149
—	Alt + 0151
™	Alt + 0153
š	Alt + 0154
œ	Alt + 0156
ž	Alt + 0158
Ÿ	Alt + 0159
¡	Alt + 0161
¢	Alt + 0162
£	Alt + 0163
¤	Alt + 0164
¥	Alt + 0165
¦	Alt + 0166

Character	Key Code
§	Alt + 0167
¨	Alt + 0168
©	Alt + 0169
«	Alt + 0171
-	Alt + 0173
®	Alt + 0174
¯	Alt + 0175
°	Alt + 0176
±	Alt + 0177
´	Alt + 0180
µ	Alt + 0181
·	Alt + 0183
¸	Alt + 0184
»	Alt + 0187
¼	Alt + 0188
½	Alt + 0189
¾	Alt + 0190
¿	Alt + 0191
À	Alt + 0192
Á	Alt + 0193
Â	Alt + 0194
Ã	Alt + 0195
Ä	Alt + 0196
Å	Alt + 0197
Æ	Alt + 0198
Ç	Alt + 0199
È	Alt + 0200
É	Alt + 0201
Ê	Alt + 0202
Ë	Alt + 0203
Ì	Alt + 0204

Character	Key Code
Í	Alt + 0205
Î	Alt + 0206
Ï	Alt + 0207
Đ	Alt + 0208
Ñ	Alt + 0209
Ò	Alt + 0210
Ó	Alt + 0211
Ô	Alt + 0212
Õ	Alt + 0213
Ö	Alt + 0214
×	Alt + 0215
Ø	Alt + 0216
Ù	Alt + 0217
Ú	Alt + 0218
Û	Alt + 0219
Ü	Alt + 0220
Ý	Alt + 0221
Þ	Alt + 0222
ß	Alt + 0223
à	Alt + 0224
á	Alt + 0225
â	Alt + 0226
ã	Alt + 0027
ä	Alt + 0028
å	Alt + 0029
æ	Alt + 0230
ç	Alt + 0231
è	Alt + 0232
é	Alt + 0233
ê	Alt + 0234
ë	Alt + 0235

Character	Key Code
ì	Alt + 0236
í	Alt + 0237
î	Alt + 0238
ï	Alt + 0239
ð	Alt + 0240
ñ	Alt + 0241
ò	Alt + 0242
ó	Alt + 0243
ô	Alt + 0244
õ	Alt + 0245
ö	Alt + 0246
÷	Alt + 0247
ø	Alt + 0248
ù	Alt + 0249
ú	Alt + 0250
û	Alt + 0251
ü	Alt + 0252
ý	Alt + 0253
þ	Alt + 0254
ÿ	Alt + 0255

To display special characters:

1 Select the text object you want special characters added. For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties tool.
   You will see the Properties box appear.

3 Click the appropriate text tab.

4 In the Text area, complete the following:

   ◆ Click where you want to insert the special character.

   ◆ Press and hold down the ALT key on your keyboard.

- Type the corresponding key code for the special character from the number pad located on the right side of the keyboard.
  To view a list of special characters and their corresponding key codes, see "Special Characters List".
- Let go of the ALT key on your keyboard.
  You will see the special character appear.

5 Make any other change to the displayed text.

6 Click Apply to save your changes.
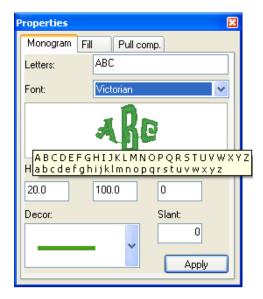
Displaying a Font's Available Characters

In each Properties box, you can easily display all the characters (keystrokes) that can be entered for available font types. For example, some fonts only allow you to enter uppercase characters, while other fonts allow you to enter both uppercase and lowercase characters.

To display a font's available keystrokes:

1 Select the text object you want to alter.
   For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties ▣ tool.
   You will see the Properties box appear.

3 Click the appropriate text tab.

4 From the Font list, select a font.

5 In the font preview area, place your cursor over the font's preview image.
   You will see a display of all the available characters you can enter for the selected font.

Changing the Height of Lettering

Personalize 'N Stitch makes it easy to change the height of any lettering. Height refers to the tallest character in the desired lettering. Thus, if an uppercase letter is followed by lowercase letters, the uppercase letter will typically be larger and its height will be set to your preference here.

To change the height of lettering:

1   Select the text object you want to alter.
    For more information, see "Selecting text objects for design editing".

2   From the File tool bar, click the Properties 🖼 tool.
    You will see the Properties box appear.

3   Click the appropriate text tab.

4   In the Height box, enter the height you want for your text.

5   Click Apply to save your changes.
    You will see your text's height altered accordingly.

Changing a Font Type

You can change the font type of text objects using the drop-down list of fonts in the Properties box. Below this font list, you will also see an image showing a sample of the selected font.

To change a font type:

1 Select the text object you want to alter.
For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties tool.
You will see the Properties box appear.

3 Click the appropriate text tab.

4 From the Font list, select the font you want to use.

> To scroll through the list of fonts and see what each font looks like, click the down-arrow. Then use the up and down arrows on your keyboard to move through the font list. This allows you to preview the fonts without having to select each one.

5 Click Apply to save your changes.
You will see your text's font type altered accordingly.

Changing Font Spacing

The font spacing setting adds a specified amount of space between each letter. Thus, if you wanted to space your letters out an extra 2 millimeters between each other, you would enter a 2 in the Spacing box. You cannot use this parameter to make the spaces between the letters less than zero. If the spacing is set at zero, the default, then the normal kerning operation for the font is used. If you want to move the letters closer together than the default or you want to individually adjust the letter spacing, you can do so by adjusting the letters with the kerning handles.

To change font spacing:

1 Select the text object you want to alter.
For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties ▣ tool.
You will see the Properties box appear.

3 Click the appropriate text tab.

4 In the Spacing box, enter the font spacing value you want to use.

5 Click Apply to save your changes.
You will see your text's letter spacing altered accordingly.

Changing Width Compensation

The purpose of width compensation is twofold: to change the width of a text object for appearance or to compensate text in order to achieve more precision in the final output size. The Width Compensation adjustment is set in terms of percentage, and automatically gets updated when you drag the Width Handle on the text object.

When compensating a text object, a small percentage adjustment is used to widen the text and make up for normal shrinkage that happens to the fabric during embroidery. If you are aligning the text to other objects, such as other text objects, then this compensation can be used to keep your alignment sharp. If you are unsure whether or not you might need some compensation, sew a test sample.

To change width compensation:

1   Select the text object you want to alter.
For more information, see "Selecting text objects for design editing".

2   From the File tool bar, click the Properties ⬛ tool.
You will see the Properties box appear.

3   Click the appropriate text tab.

4   In the Width box, enter the width compensation value you want to use.

5   Click Apply to save your changes.
You will see your text's width compensation altered accordingly.

Changing the Slant setting

Personalize 'N Stitch allows you to use the Slant setting to create a slanted effect in text objects. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.

Negative slant to the left and positive slant to the right
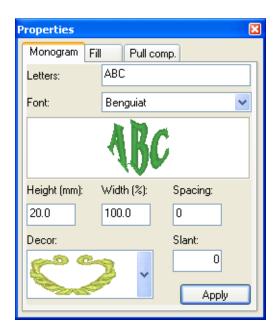
To change slant settings:

1 Select the text object you want to alter.
For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties [tool icon] tool.
You will see the Properties box appear.

3 Click the appropriate text tab.

4 In the Slant box, enter the slant value you want to use. To slant your lettering to the left, enter a negative value. To slant your lettering to the right, enter a positive value.

5 Click Apply to save your changes.
You will see your text altered accordingly.

Monogram Properties

Monogram properties are adjustments specific to monograms that can be made from the Properties box.

The Monogram tab allows you to set a wide variety of options and decorations for your text. The most important item is the Letters box, which is where you can enter the text that you want to monogram. Below the Letters box, is a bitmap showing a sample of the font.
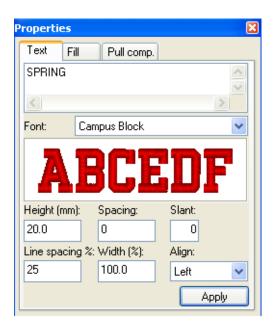
> When using the Monogram Mode, only three-letter monogram fonts will be available because they have a custom-made set of decorations to work with.

Decor options available

The Decor for monograms is font-specific. Each monogram has its own set of decorations that are uniquely designed for that font and its traditional applications. Simply click the down-arrow on the Decor drop-down list and scroll through the samples of decorations. Then select the one you want.

Normal Text and Multi-Line Properties

Normal and Multi-Line text properties are adjustments specific to normal text that can be made from the Properties box. Each version of text (Monogram, Normal, Multi-Line and Arc) will alter the appearance of tabs from the Properties box slightly.

The Text tab allows you to set a wide variety of options regarding your text. The most important item is the text area, which is where you can type in the text that you want to

embroider. For multi-line text objects, you can enter a whole phrase, poem, etc. on multiple lines.

Line Spacing
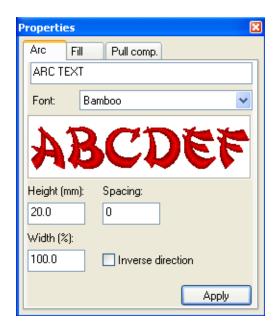
The Line Spacing parameter is unique to the Normal text and Multi-Line text mode. This parameter allows you to set the distance between lines of text based on a percentage of the text height. You can adjust the distance up or down to improve your results or to squeeze more text into your hoop.

Alignment

Alignment is found only in Normal text and Multi-Line text mode and works on multi-line text objects. The choices are Left, Right and Center. For example, Left alignment means that every line will start at the same left position.

Arced Text Properties

Arced Text properties are the adjustments that can be made specifically to arced text from the Properties box.
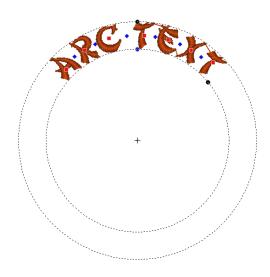
The Arc tab allows you to set a variety of options regarding your text. The most important item is the text area, which is where you enter the text that you want to embroider.
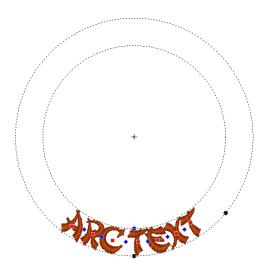
> Because your text is in a circle, you can only type in one line. You can, however, create a second Arc Text object with a smaller circle. This would simulate multi-line text on an arc!

Inverse Direction setting

In the Properties box, the Inverse Direction setting is a checkbox that allows you to put text at the bottom of arced text.

Normal
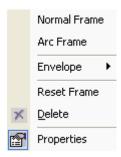
Reverse (Inverse Direction selected)

Changing Text Properties

You can right-click on any text object, regardless of its type, and an edit menu will appear. This menu allows you to change several important text properties, such as changing or resetting frames.

Changing Text Modes

The Text Mode can be changed for an existing text object in Personalize 'N Stitch. You can change an existing text item to Normal Frame or Arc Frame. Right-click the text object and select the text mode from the menu.

This feature is useful when the text is already in position, but you realize that it was created by the wrong tool. For instance, you may create a normal text object, but then realize you want it to be an arced text object instead.

Normal and Reverse Text Direction

The Text Direction commands are useful when you want to change the location of text in Arc Mode. You can select the Text Direction Normal command to have text appear at the top of the circle and select the Text Direction Reverse command to have text appear at the bottom of the circle. Right-click the selected text and select the appropriate text direction command you want

used on the selected text. For more information, see "Arced Text Properties".

Resetting the Frame

The Reset Frame command is useful when you have altered your text object a bit too much and want to start over.

Resetting Individual Letters

The Reset Letter command is useful when you have manipulated a letter and want to reset it so that it looks as it would if it was never individually adjusted. This command is available when you activate individual letter size handles and right-click the individual letter with your cursor.

Deleting Text

The Delete command deletes the currently selected text object.

Properties
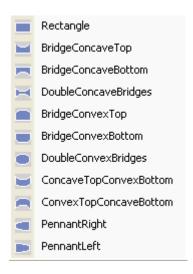
The Properties command will show the Properties box, if it is not currently in view.

Selecting Pre-Defined Envelopes

The Envelope feature allows you to set the Corner Handles and the Envelope Handles into several pre-defined patterns. You can use the envelope feature for normal text and monogram text. In the design window, right-click on the created text and select Envelop from the menu.
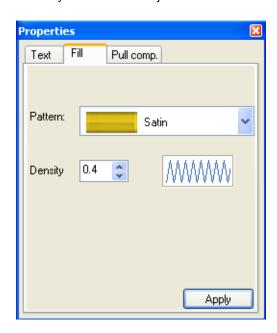
Envelope options

Changing Fill Settings

The second tab of the Properties box is the Fill tab. The Fill tab has the same appearance regardless of the text mode for the currently selected text object.

The Fill tab allows you to customize the parameters used by Personalize 'N Stitch in the creation of the stitches that will fill the text design. You have the option to add a pattern type and change the text object's density settings.

Density setting

Fill density is the distance between individual lines of embroidery. Density in embroidery is measured in Stitch Points where each point is equal to 0.1 millimeters.

How does changing this setting affect your design? If you have a very loosely woven fabric, you may want to use a slightly

larger number, such as 4.5. This is done because the fabric may not be able to hold a large set of stitches in a small area.

It is important to always stitch a test before committing to a design.

For larger text objects, particularly when you exceed the maximum recommended height of a font, you will probably want to use Fill stitches. Fill stitches are the type you would normally find filling an area in a typical embroidery design. With Fill stitches, each line across is made up of two or more individual stitches.

If you are unsure what setting to use, try the standard setting of 0.4. This setting works well almost universally, as long as you have not exceeded the fonts size recommendations.

From the Fill tab, the image next to the Density setting will change as you adjust the setting. These are not precise images given in the Fill tab. Rather, these images are intended to provide you with visual clues to what you are doing as you change the settings.

A general rule is to go for full-fabric coverage, but add extra stabilizer if you want to support a high-density fill on a low-density fabric.

Changing Pull-Compensation Settings

Personalize 'N Stitch allows you to adjust the pull-compensation in your design. In the Properties box, you can use the settings available in the Pull Comp tab to adjust the pull-compensation of text objects. Choose percentage or absolute pull-compensation values.

To adjust the pull-compensation:

1 Select the text object you want to adjust.
For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties 🔲 tool.
You will see the Properties box appear.

3 In the Properties box, click the Pull Comp tab.

4 From the Type list, select one of the following options:

- ◆ None. Makes no adjustments to pull-compensation.
- ◆ Percentage. Enter the percentage in the value % box and, if necessary, enter the maximum value of pull-compensation in the Max Range box.

You can also adjust the value % number using the value % slider.

- ◆ Absolute. Enter the amount of absolute pull-compensation in the Absolute Value box.

5 Adjust any of the other properties settings. Refer to the related procedures for more information.

6 Click Apply.
You see the text object altered accordingly.

Using Outline Mode

In this section:

- Find out how to edit and work with various text objects.
- Learn the different ways to move through a design window.
- Learn how to resequence by color to change the sewing order of designs.
- Learn how to insert color changes within text objects.

Editing Text

In Personalize 'N Stitch's design window, you can edit a design's text while in Outline Mode. There are four types of text objects available in the software: Monograms, Normal Text, Multi-Line Text and Arc Text. When text is opened or merged in Personalize 'N Stitch, its outline segments will be grouped together and all edits will be applied to the entire design.

> In the Personalize 'N Stitch documentation, the term 'text' will refer to both individual and grouped text.

To perform text editing in Outline Mode, you must work with

Outline Files (*.BLF). When you use the Segment Select tool from the Edit tool bar, Personalize 'N Stitch automatically changes to Outline Mode.

As a general rule, you should perform all outline edits to a design first (in Outline Mode) and save the design file. Next, you should perform all stitch edits to the same design (in Stitch Mode) and save the design file with a different file name. If you follow this general rule, you can avoid possibly losing your stitch edits while doing significant design editing.

An object's stitch edits may be lost if you perform an outline editing action that forces Personalize 'N Stitch to regenerate stitches for the object. The following are design editing actions that can force stitch regeneration in your design:

- Resizing an object.
- Modifying the settings for an object.
- Moving an object.

Typically, when you add or modify objects in a design, Personalize 'N Stitch will not regenerate stitches for the entire design. The software will, however, generate stitches for the object being modified.

Selecting text objects for design editing

Personalize 'N Stitch makes it easy to select your text objects in order to perform necessary design edits. Once you select a text object, you can adjust its size and proportions, and make changes to its overall text properties.

To select text using the Segment Select tool:

1 From the Edit tool bar, click the Segment Select ![tool] tool.

2 Click the object you want to select.
The active objects are enclosed in a selection box.

3 From the Wizards tool bar, click the Multi-Line Text ![BC] tool

or Arc Text ![A] tool.
You will see the letter "A" appear beside your cursor and the active text object will be enclosed in a selection box with handles.

To select text using the Multi-Line Text tool:

1 From the Wizards tool bar, click the Multi-Line Text ![BC] tool.
You will see the letter "A" appear beside your cursor.

2 Click the Text you want to select.
The active text object is enclosed in a selection box with handles.

To select text using the Arc Text tool:

1 From the Wizards tool bar, click the Arc Text ![A] tool.
You will see the letter "A" appear beside your cursor.

2 Click the Text you want to select.
The active text object is enclosed in a selection box with handles.

Selecting objects

The Segment Select ![icon] tool allows you to select and move individual or groups of objects. When you open an existing design, it is considered an object. A merged design is considered an object as well. Each design created using one of Personalize 'N Stitch's wizards is considered a distinct object.

You select objects by clicking on a single object or by clicking and dragging to draw a box around parts of the design. The Select All ![icon] tool allows you to select all objects in the design at once.

To select objects using the Segment Select tool:

1 From the Edit tool bar, click the Segment Select ![icon] tool.

> If the objects are already grouped together, the Segment Select tool will automatically select the entire group of objects.

2 To select one object, do one of the following:
- Click the object you want to select.
- Click and drag to select the object you want.

The active object is enclosed in a selection box with handles.

3 To select multiple objects, do one of the following:
- Click and drag across all the objects you want to select.
- Click an object. Press CTRL on your keyboard while you click each segment not already selected.

The active objects are enclosed in a selection box.

To select the entire design using the Select All tool:

- From the Edit tool bar, click the Select All ![icon] tool.

In the design workspace, the entire design is enclosed in a selection box.

In Outline Mode, you can also press Ctrl+A on your keyboard to select the entire design.

Copying objects

You can use numerous methods to copy objects in your designs.

To copy to the Clipboard:

1   Select one or more objects you want to copy.
    For more information, see "Selecting objects".

2   To copy objects to the clipboard, complete the following:

    ◆   In the design workspace, right-click the object(s) and choose Copy from the menu.

    The objects are not removed from their original placement.

3   To paste objects from the clipboard, complete the following:

    ◆   In the design workspace, right-click anywhere and choose Paste from the menu.

    The selection is pasted in its original location.

You can also choose Edit—Copy or press Ctrl+C on your keyboard to copy objects.

You can also choose Edit—Paste or press Ctrl+V on your keyboard to paste objects.

To cut to the Clipboard:

1   Select one or more objects you want to cut.
    For more information, see "Selecting objects".

2   To cut objects to the clipboard, complete the following:

    ◆   In the design workspace, right-click the object(s) and choose Cut from the menu.

    The objects are removed from their placement.

3   To paste objects from the clipboard, complete the following:

◆ In the design workspace, right-click anywhere and choose Paste from the menu.
The selection is pasted in its original location.

You can also choose Edit—Cut or press Ctrl+X on your keyboard to cut objects.

You can also choose Edit—Paste or press Ctrl+V on your keyboard to paste objects.

Deleting objects

Deleting an object removes it from the design. The only way to retrieve an object you delete is to choose Edit—Undo or click

the Undo tool from the File tool bar immediately after you delete it.

To delete an object:

1 From the Edit tool bar, click the Segment Select tool.
2 Select the object.
For more information, see "Selecting objects".
3 There are three ways to delete an object:
   ◆ Right-click and select Delete from the shortcut menu.
   ◆ Press Delete on your keyboard.
   ◆ Choose Edit—Delete.

Moving through Outline designs

Personalize 'N Stitch makes it easy to move through a design to select a specific color.

To move through a design by color:

- From the Color tool bar, do any of the following:

  - Click the Color Advance ![icon] tool to move to the next color change.

  - Click the Color Reverse ![icon] tool to move to the previous color change.

  - Click the All Colors ![icon] tool to view all colors in the design.

To move through a design using the Draw Bar:

1 From the Edit tool bar, click the Segment Select ![icon] tool.

2 Choose View—Tool Bars—Draw Bar to view the Draw Bar on the design workspace, if not already visible.

3 From the Draw Bar, use any of the following:

![Previous Stitch button]	**Previous Stitch:** Move backward in the design by one stitch.
![Scrollbar slider]	**Scrollbar slider:** Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you will see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.
![Next Stitch button]	**Next Stitch:** Move forward in the design by one stitch.

Aligning objects horizontally and vertically

You can align objects horizontally or vertically. You can use this feature to precisely align objects at the center of a design.

Vertical alignment

Horizontal alignment

To align objects:

1 Select the objects you want to align.

For more information, see "Selecting objects".

2 From the Modify tool bar, click any of the following:

You can also choose Edit—Align and select any of the available Align tools.

Center: Moves all selected objects and aligns them along the center-most axis.

Left Align: Moves all selected objects except the left-most item selected, and aligns them along the left-most axis.

Right Align: Moves all selected objects except the right-most item selected, and aligns them along the right-most axis.

Bottom Align: Moves all selected objects except the bottom-most item selected, and aligns them along the bottom-most axis.

Top Align: Moves all selected objects except the top-most item selected, and aligns them along the top-most axis.

Horizontal Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.

Vertical Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.

Moving objects

You can use a few methods to move objects in your designs.

Moving objects manually

You can move objects around your design by dragging them to another location.

You can show and hide grid lines by choosing View—Grid.

To move an object or a copy of an object manually:

1 From the Edit tool bar, click the Segment Select tool.

2 Select the object.
For more information, see "Selecting objects".

3 Click and drag the object to its new location.
As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.

Nudging objects

Nudging moves the selected object or group of objects. Nudging is similar to dragging the object but the distance that the object moves is smaller.

To nudge up:

•   Use Ctrl + .

To nudge down:

•   Use Ctrl + .

To nudge left:

•   Use Ctrl + .

To nudge right:

•   Use Ctrl + .

Sequencing Objects

You can alter the sequence of objects in your designs.

Inserting objects earlier in the sequence

You can add objects earlier in your design's sequence and change the order objects are sewn.

To insert objects before the insertion point:

1 Select the object(s).

For more information, see "Selecting objects".

2 Copy the object(s).

For more information, see "Copying objects".

3 In the design workspace, click where you want to insert the object(s).

4 Do one of the following:

- ◆ Choose Edit—Insert.
- ◆ In the design workspace, right-click the objects and choose Insert from the menu.

    The selection is inserted before the insertion point.

Moving an object forward or backward

Use the Move Up commands to move the selected object closer to the beginning of the design. In other words, you are moving the selected object in front of the next objects.
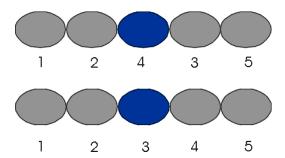
You can also use the Move Down commands to move the selected object closer to the end of the design. In other words, you are moving the selected object behind the next object.

To move an object forward:

1 Select the object(s).

2 In the design workspace, right-click the object(s) and choose Move—Up.

    The move command is used to move the blue circle from fourth in the sequence to third in the sequence.
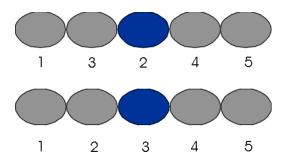
To move an object backward:

1 Select the object(s).

2 In the design workspace, right-click the object(s) and choose Move—Down.

The move command is used to move the blue circle from second in the sequence to third in the sequence.
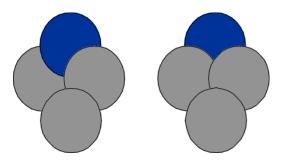
Moving an object to the start or end of a design

Use the Move First command to make the selected object the first one to be stitched. When a design is sewn, the first object sewn is usually "on the bottom" or in the "back" of the design. Use the Move Last command to make the selected object the last one to be stitched. When a design is sewn, the last object sewn is usually "on top" or in the "front" of the design.
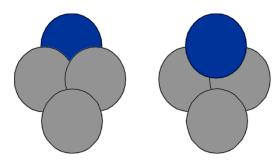
To move an object to the start of a design:

1   Select the segment(s) you want to move to the start of your
     design.

2   In the design workspace, right-click the object(s) and choose
     Move—First.

To move an object to the end of a design:

1   Select the object(s) you want to move to the end of your
     design.

2   In the design workspace, right-click the objects(s) and
     choose Move—Last.

Resequencing Segments by Color
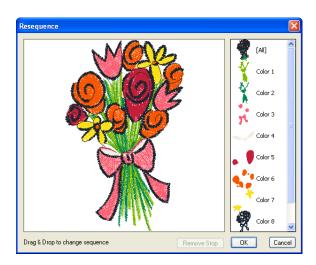
You can sequence design segments by color. When you resequence by color, the segments of the design are reordered according to their thread color. In other words, the system reorders the segments so that all Dark Yellow segments come first, then Dark Orange segments, and so on. Segments using the same needle remain in the same relative order.

To resequence segments by color:
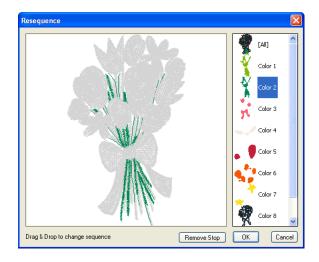
1 Do one of the following:
- ◆ Choose File—Open to open an existing file.
  For more information, see "Opening and closing designs".
- ◆ Choose File—New to create a new file and create a design.
  For more information, see "Creating new designs".

2 Choose Tools—Resequence.
  You will see the Resequence dialog appear with a preview of your design.

3 Select the color in the design you want resequenced.
The design preview will grey out all other segments and you will only see the color segment you selected.

4 Click and drag the selected color segment earlier or later in the design.

5 Resequence any other color segments accordingly.

6 To remove color stops, see "Removing Color Stops" for more information.

7 Click OK.

The draw bar will be updated automatically and each thread color in the design will be sewnout in this new order.

Removing Color Stops

You can remove color stops (also known as color changes) between segments using the Resequence dialog. Once a color stop is removed, the selected segment will use the thread color of the previous segment in the design.
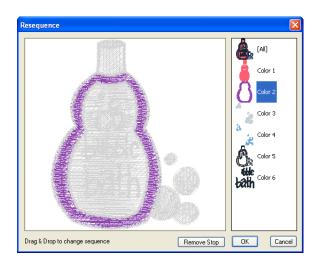
To remove color stops:

1 Do one of the following:

- Choose File—Open to open an existing file.
For more information, see "Opening and closing designs".

- Choose File—New to create a new file and create a design.
For more information, see "Creating new designs".

2 Choose Tools—Resequence.

You will see the Resequence dialog appear with a preview of your design.

3 Select the color in the design whose color stop you want removed.

The design preview will grey out all other segments and you will only see the color segment you selected.

4 Click Remove Stop.

The color stop will be removed and the selected segment will now use the same thread color as the previous color segment in the design.

5 Click OK.
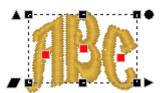
Working with Monograms

In Personalize 'N Stitch, you can work and make changes to any one, two or three letter monograms. You can also change the monogram decorations.

Monogram text is controlled in two ways: using a set of handles that allow individual adjustments to the text or using the settings in the Properties box. For more information, see "Monogram Properties".
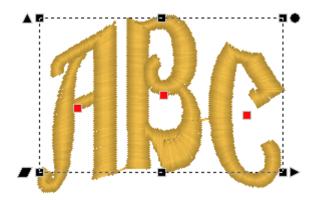
You can change the look of arced text using the various adjustment handles available.

Changing the Size of a Monogram

The size of monograms can be adjusted using the Proportional Sizing Handle. This handle is on the top, left of the design and it appears as a black pennant pointing up.

To change the size of a monogram:

1 Select the monogram you want to adjust.
For more information, see "Selecting text objects for design editing".

2 Click and drag the proportional sizing handle.
You will see the monogram scale proportionally, which means that as you make the design wider, the design also gets taller.

Changing the Width of a Monogram

The width of a monogram can be adjusted using the Width Handle. This handle is on the bottom, right of the text and it appears as a black pennant pointing right.

To change the width of a monogram:
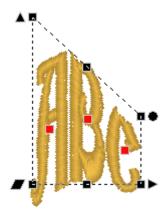
1   Select the monogram you want to adjust.

For more information, see "Selecting text objects for design editing".

2   Click and drag the width handle.

You will see the monogram's width altered accordingly.

You cannot change the height of a monogram using its width handles. If you want to adjust the height of the monogram, it can be done within the Properties box. Click the Monogram tab and enter the new size in the Height box. Enter Click Apply to apply your changes.

Adjusting the Corners of a Monogram

The corners of a monogram can be adjusted up or down using the Corner Handles. The Corner Handles are at each corner of the design. These handles are black in color and square shaped. Their purpose is to adjust the vertical position of each corner. Using the corner handles, you can create a monogram that appears as if it is going up or down hill.

To adjust the corners of a monogram:
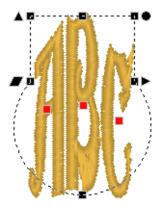
1 Select the monogram you want to adjust.
For more information, see "Selecting text objects for design editing".

2 Click and drag a corner of the monogram.
You will see the monogram's shape altered accordingly.

Changing the Shape of a Monogram with Envelopes

Monograms can be made to fit inside a shape, otherwise referred to as an envelope. You can adjust this shape by using Envelope Handles.

The Envelope Handles are the square, black handles that are centered on the text, both above and below it. These handles adjust vertically to form a curved shape to the text, top and bottom independently. Used in combination with the Corner Handles, a wide variety of text effects can be achieved.
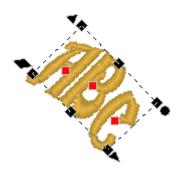
To change the shape of a monogram using envelope handles:

1 Select the monogram you want to adjust.
   For more information, see "Selecting text objects for design editing".

2 Click and drag the top or bottom envelope handle.
   You will see the monogram's shape altered accordingly.

Rotating a Monogram

You can use a Rotation Handle to rotate selected monograms in Personalize 'N Stitch. The Rotation Handle is at the top, right of the design and appears as a black circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle ↺ .
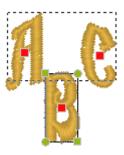
To rotate a monogram:

1 Select the monogram you want to rotate.

For more information, see "Selecting text objects for design editing".

2 Place your cursor over the rotation handle.

You will see the cursor change to a circle-arrow handle.

3 To rotate the monogram to any angle, click and drag the rotation handle.

You will see an outline of the monogram rotate onscreen as you are dragging. The monogram will recalculate its position when you release the mouse.

Repositioning Individual Letters in a Monogram

Personalize 'N Stitch allows you to move individual letters in a monogram using the Letter Handles. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the monogram's size and rotate it.
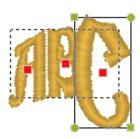
To reposition individual letters:

1 Select the individual letter you want to adjust.
For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to reposition.
You will see the active letter enclosed in a selection box with green handles.

3 Click and drag the letter handle to reposition the letter left, right, up or down.
You will see the selected letter repositioned accordingly.

Adjusting Individual Letter Size in a Monogram

Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are on the top, left and bottom, right of the letter and are olive green. Use these handles to increase and decrease the size of your letters.

To adjust the size of individual letters in a monogram:

1 Select the individual letter you want to adjust.
 For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to adjust.
 You will see the active letter enclosed in a selection box with green handles.

3 Click and drag the top, left or bottom, right letter size handle to increase or decrease the proportional size of the letter.
 You will see the size of the selected letter adjusted accordingly.

Rotating Individual Letters in a Monogram

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are on the top, right and bottom, left of the letter and are olive green. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole text object.

To rotate individual letters in a monogram:

1 Select the individual letter you want to rotate.

For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to adjust.

You will see the active letter enclosed in a selection box with green handles.

3 Place your cursor over the letter rotation handle.

You will see the cursor change to a circle-arrow handle.

4 To rotate the individual letter to any angle, click and drag the letter rotation handle.

You will see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Working with Normal and Multi-Line Text

In Personalize 'N Stitch, you can work and make changes to Normal and Multi-Line text objects in the same fashion.

Changing the Size of Text

The size of text objects can be adjusted using the Proportional Sizing Handle. This handle is on the top, left of the design and it appears as a black pennant pointing up.

To change the size of text:

1 Select the text object you want to adjust.

For more information, see "Selecting text objects for design editing".

2 Click and drag the proportional sizing handle.

You will see the text scale proportionally, which means that as you make the design wider, the design also gets taller.

Changing the Width of Text

The width of text objects can be adjusted using the Width Handle. This handle is on the bottom, right of the text and it appears as a black pennant pointing right.

To change the width of text:

1 Select the text object you want to adjust.

For more information, see "Selecting text objects for design editing".

2 Click and drag the width handle.

You will see the text's width altered accordingly.

You cannot change the height of a text object using its width handles. If you want to adjust the height of text, it can be done within the Properties box. Click the Text tab and enter the new size in the Height box. Enter Click Apply to apply your changes.

Adjusting the Corners of Text

The corners of text objects can be adjusted up or down using the Corner Handles. The Corner Handles are at each corner of the design. These handles are black in color and square shaped. Their purpose is to adjust the vertical position of each corner. Using the corner handles, you can create text that appears as if it is going up or down hill.
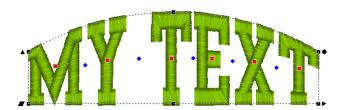
To adjust the corners of text:

1   Select the text object you want to adjust.
    For more information, see "Selecting text objects for design editing".

2   Click and drag a corner of the text object.
    You will see the text's shape altered accordingly.

Changing the Shape of Text using Envelope Handles

Normal and Multi-Line text objects can be made to fit inside a shape, otherwise referred to as an envelope. You can adjust this shape by using Envelope Handles.

The Envelope Handles are the square, black handles that are centered on the text, both above and below it. These handles adjust vertically to form a curved shape to the text, top and bottom independently. Used in combination with the Corner Handles, a wide variety of text effects can be achieved.

To change the shape of text using envelope handles:

1 Select the text object you want to adjust.
For more information, see "Selecting text objects for design editing".

2 Click and drag the top or bottom envelope handle.
You will see the text's shape altered accordingly.

Rotating Text

Personalize 'N Stitch allows you to use a Rotation Handle to rotate selected text objects. The Rotation Handle is at the top, right of the design and appears as a black circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle ↻ .

To rotate text:

1 Select the text object you want to rotate.

For more information, see "Selecting text objects for design editing".

2 Place your cursor over the rotation handle.

You will see the cursor change to a circle-arrow handle.

3 To rotate the text to any angle, click and drag the rotation handle.

You will see an outline of the text object rotate onscreen as you are dragging. The text will recalculate its position when you release the mouse.

Adjusting the Kerning (Space between the letters)

The space between individual letters of a text object can be adjusted using the Kerning Handles. The Kerning Handles are the blue diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.

If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you will see the entire text object expand, keeping the distances you have between each of the other letters.

To adjust kerning:

1 Select the text object you want to adjust.
For more information, see "Selecting text objects for design editing".

2 Click and drag the appropriate kerning handle horizontally.
You will see the space between the selected kerning handle altered accordingly.

Repositioning Individual Letters

Personalize 'N Stitch allows you to move individual letters for a text object using the Letter Handles. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the text's size and rotate it.

To reposition individual letters:

1 Select the individual letter you want to adjust.
For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to reposition.
You will see the active letter enclosed in a selection box with green handles.

3 Click and drag the letter handle to reposition the letter left, right, up or down.
You will see the selected letter repositioned accordingly.

Adjusting Individual Letter Sizes

Letters can be individually resized using the Letter Size
Handles. Letter Size Handles appear only when an individual
Letter Handle has been clicked on. The Letter Size Handles are
on the top, left and bottom, right of the letter and are olive
green. Use these handles to increase and decrease the size of
your letters.

To adjust the size of individual letters:

1   Select the individual letter you want to adjust.
For more information, see "Selecting text objects for design
editing".

2   Click the letter handle of the letter you want to adjust.
*You will see the active letter enclosed in a selection box with
green handles.*

3   Click and drag the top, left or bottom, right letter size handle
to increase or decrease the proportional size of the letter.
*You will see the size of the selected letter adjusted
accordingly.*

Rotating Individual Letters

Individual letters can be rotated using the Letter Rotation
Handles. Letter Rotation Handles appear only when an
individual Letter Handle has been clicked on. The Letter
Rotation Handles are on the top, right and bottom, left of the
letter and are olive green. When you place your cursor over the
letter rotation handle, the cursor changes to a circle-arrow

handle ↻ . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole text object.

To rotate individual letters:

1 Select the individual letter you want to rotate.
   For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to adjust.
   You will see the active letter enclosed in a selection box with green handles.

3 Place your cursor over the letter rotation handle.
   You will see the cursor change to a circle-arrow handle.

4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
   You will see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Working with Arced Text
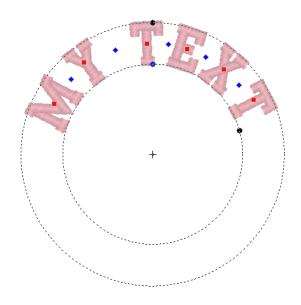
You can apply lettering around the outside or inside of an arc shape in Personalize 'N Stitch. You can adjust the size, width and spacing of your letters, as well as the size of the arc. You can also rotate the letters around on the arc, and easily encircle an embroidery design.

Arced text is controlled in two ways: using a set of handles that allow individual adjustments to the text or using the settings in the Properties box. For more information, see "Arced Text Properties".

You can change the look of arced text using the various adjustment handles available.
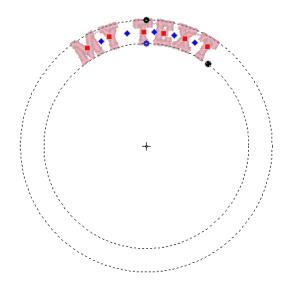
Changing the Size of Arced Text

The height of arced text can be adjusted using the Proportional Sizing Handle. This handle is on top of the design and appears as a black circle.
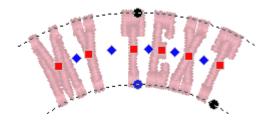
To change the size of arced text:

1 Select the arced text you want to adjust.

For more information, see "Selecting text objects for design editing".

2 Click and drag the proportional sizing handle.

You will see the text scale proportionally, which means that as you make the design wider, the design also gets taller. As you resize, however, the basic arc that the text is on does not change.

Changing the Width of Arced Text

The width of arced text can be adjusted using the Width Handle. This handle appears on the bottom, right of the text as a black circle.

To change the width of arced text:
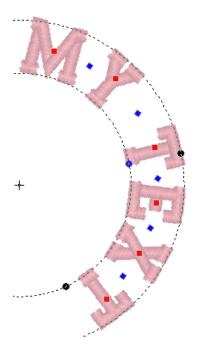
1   Select the arced text you want to adjust.
    For more information, see "Selecting text objects for design editing".

2   Click and drag the width handle.
    You will see the text filling around the arc more (wider text) or less (narrower text).

You cannot change the height of an arced text object using its width handles. If you want to adjust the height of text, it can be done within the Properties box. Click the Text tab and enter the new size in the Height box. Enter Click Apply to apply your changes.

Rotating Text Around an Arc

Text can be rotated around an arc using the Rotation Handle. You can also use this handle to control the diameter of the arc that the text is on. The Rotation Handle is at the bottom, center of the arced text and appears as a blue circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle ↻ .

To rotate arced text:

1   Select the arc text you want to rotate.

For more information, see "Selecting text objects for design editing".

2   Place your cursor over the rotation handle.

You will see the cursor change to a circle-arrow handle.

3   To rotate the text to any angle, click and drag the rotation handle.
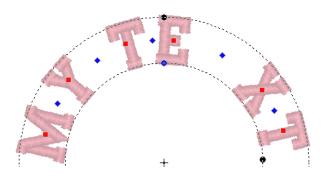
You will see an outline of the arced text rotate onscreen as you are dragging. The text will recalculate its position when you release the mouse.

4   To alter the diameter of the arc that the text is on, do any of the following:

◆   Move the cursor closer to the center of the arc to create a smaller diameter circle.

◆ Move the cursor away from the center of the arc to create a larger diameter circle.

Adjusting the Kerning (Space between the letters)

You can adjust the space between each letter in the arc text using the Kerning Handles. The Kerning Handles are the blue diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.
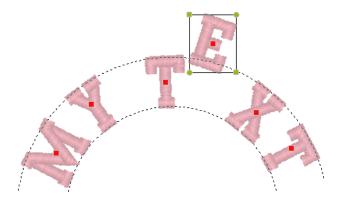
If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you will see the entire text object expand, keeping the distances you have between each of the other letters.

To adjust arced text kerning:

1   Select the arced text you want to adjust.
    For more information, see "Selecting text objects for design editing".
2   Click and drag the appropriate kerning handle horizontally.
    You will see the space between the selected kerning handle altered accordingly.

Repositioning Individual Letters in Arced Text

Individual letter positions can be adjusted for arced text using the Letter Handles in Personalize 'N Stitch. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the arced text's size and rotation it.
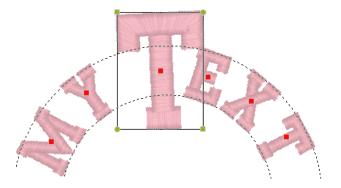
To reposition individual letters in arced text:

1 Select the individual letter you want to adjust.

For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to reposition.

You will see the active letter enclosed in a selection box with green handles.

3 Click and drag the letter handle to reposition the letter left, right, up or down.

You will see an outline of the letter rotate onscreen as you are dragging. The lettering will recalculate its position when you release the mouse.

Adjusting Individual Letter Size

Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are on the top, left and bottom, right of the letter and are olive green. Use these handles to increase and decrease the size of your letters.

To adjust the size of individual letters:

1   Select the individual letter you want to adjust.
For more information, see "Selecting text objects for design editing".

2   Click the letter handle of the letter you want to adjust.
You will see the active letter enclosed in a selection box with green handles.

3   Click and drag the top, left or bottom, right letter size handle to increase or decrease the proportional size of the letter.
You will see the size of the selected letter adjusted accordingly.

Rotating Individual Letters

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are on the top, right and bottom, left of the letter and are olive green. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle 🖰 . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole arced text object.

To rotate individual letters:

1 Select the individual letter you want to rotate.
For more information, see "Selecting text objects for design editing".

2 Click the letter handle of the letter you want to adjust.
You will see the active letter enclosed in a selection box with green handles.

3 Place your cursor over the letter rotation handle.
You will see the cursor change to a circle-arrow handle.

4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
You will see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.
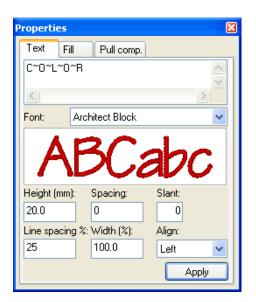
Inserting color changes

Personalize 'N Stitch allows you to insert color change codes between two letters using the tilde (~) mark. You can enter only one color change between each letter.

To insert a color change:

1 Select the text object you want to alter.
   For more information, see "Selecting text objects for design editing".

2 From the File tool bar, click the Properties 📇 tool.

3 Click the appropriate tab.

4 In the text area, enter the tilde (~) sign between the letters.
   For example, if you want to add a color change between each letter in the name Jane, you would enter: J~A~N~E.

5 Click Apply to save your changes.

You see the lettering altered accordingly.

Using Stitch Mode

In this section:

- Learn how to move through the design window and select a stitch.
- Learn how to add a trim or lock stitch to a specific stitch.

Stitch Mode

In Personalize 'N Stitch's design window, you can enter Stitch Mode to select a specific stitch and add a trim or lock stitch.

When you have the Stitch ![tool icon] tool selected, the Stitch Mode is activated and the Stitch Edit tool bar appears at the bottom of the design workspace.Use the Stitch Edit tool bar to move through the stitches of a design. You can move stitch-by-stitch to select the exact stitch you need.

Stitch Edit tool bar

You can use the Stitch Edit tool bar to navigate through stitches. The position slider is located on the Stitch Edit tool bar.

This slider looks like the one from the Draw Bar; however, it is quite different. This slider moves a cursor through the design on a stitch-by-stitch basis.

Selecting stitches

You can select stitches in a variety of ways. The Stitch ![tool icon] tool allows you to select individual stitches in your designs. You select stitches by clicking on a single stitch.

To select stitches using the Stitch tool:

1 From the Edit tool bar, click the Stitch ![tool icon] tool.
2 To select a single stitch, click the stitch you want.
   Selected Stitches are highlighted by a black box around the stitch point. To view stitch points, choose View--Stitch Points.

Moving through Stitch designs

Once you are in Stitch Mode, Personalize 'N Stitch makes it easy to move through the stitches in your design.

To move through a stitch design by increments:

1 From the Edit tool bar, click the Stitch tool.

2 Select the stitch you want to view or edit.
For more information, see "Selecting stitches".

3 On your keyboard, press any of the following keyboard shortcuts:
  - Ctrl+Arrow (Left, Right) = move one stitch.
  - Ctrl+Arrow (Up, Down) = move ten stitches.
  - Ctrl+Page Up = move to start of next object.
  - Ctrl+Page Down = move to start of prior object.
  - Ctrl+Home = move to first stitch in design.
  - Ctrl+End = move to last stitch in design.
  - Ctrl+Shift-Up = Move back 100 stitches.
  - Ctrl+Shift-Down = Move forward 100 stitches.

Adding a trim

You can add a trim to any stitch in a design file.

To add a trim:

1   Open an existing design file.

> To see the trim you added and other commands, choose
> View—Commands.

2   Click the Stitch ![icon] tool.

3   Select the stitch where you want to add a trim.

4   From the Edit tool bar, click the Add Trim ![icon] tool.
    *The Trim tool is depressed and you will see a trim placed at
    the selected stitch.*

Adding a Lock Stitch

You can add lock stitches to any stitch in a design but they are
best used at the start and end of a color segment. A lock stitch
keeps your stitches from pulling apart by firmly attaching the
thread at the location before a long stitch or a trim.

To add a lock stitch:

1   Open an existing design file.

2   Click the Stitch ![icon] tool.

3   Select the stitch where you want to add a lock stitch.

4   From the Edit tool bar, click the Add Lock Stitch ![icon] tool and
    select one of the following types of lock stitches:
    - Cross
    - Vertical
    - Horizontal
    - Right 45

♦ Left 45

The lock stitch will be placed at the selected stitch.

Personalize 'N Stitch
Font Catalog

In this section:

- View font sample pictures for available Block, Decorative, Monogram and Script fonts.

Block Fonts

Font Name	Sample	Font Name	Sample
Andy	ABCDEF	Architect Block	ABCabc
Athletic Outline	ABCDEF	Bamboo	ABCDEF
Bedrock	ABCDEF	Block 4mm	ABCDEF
Camelot	ABCabc	Campus Block 2	ABCDEF
Campus Block	ABCDEF	Century Block	ABCabc
Chancery	ABCabc	College	ABCDEF
Condensed Block	ABCabc	Cookie	ABCabc
Crisp Block	ABCabc	Dairy	ABCabc
Dixon	ABCabc	Extended Block	ABCabc
Freeform	ABCabc	Fusion	ABCabc
Galaxy	ABCabc	Greek	ABΓΔEZ
Groovy	ABCabc	Gwen	ABCabc
Hamilton	ABCabc	Headlines	ABCabc
Hebrew	אבחדעפ	Hertz	ABCabc

Font Name	Sample	Font Name	Sample
Homeward	ABCabc	Jacks	ABCabc
Kid Stuff	ABCabc	Nagoya	ABCabc
Narrow Block	ABCDEF	Norse	ABCDEF
Olivier	ABCDEF	Open Block	ABCDEF
Ophelia	ABCDEF	Oxford	ABCabc
Pirate Ship	ABCabc	Plain Block 5mm	ABCabc
Raven	ABCabc	Scribble	ABCabc
Scribe	ABCabc	Serif Block 5mm	ABCabc
Sheath	ABCabc	Sherwood	ABCabc
Simon	ABCabc	Simple Block 2	ABCabc
Simple Block	ABCabc	Slither	ABCabc
Stencil	ABCabc	Techno	ABCabc
Teddy Bear	ABCabc	Two Color Greek	ABΓΔEZ
Two Color Letterman 2	ABCDEF	Two Color Letterman	ABCDEF
Vegas	ABCDEF	Virgil	ABCabc

Decorative Fonts

Font Name	Sample	Font Name	Sample
Books		Christmas Time	
Old English		Party Balloons	
Patriotic		Rally	

Monogram Fonts

Font Name	Sample	Font Name	Sample
Annabelle		Backham	
Baroque Beauty		Belle Epoque	
Benguiat		Blazing Glory	

Font Name	Sample	Font Name	Sample
Blooming Around		Blooming Bonnets	
Bouquet Basket		Bouquet Script	
Carriage Script		Circle Monogram	
Classic Monogram		Crown Royal	
Daisy Script		Daividia	
Decadence		Deco Sconce	
Diamond Girl		Diamond Lace	

Font Name	Sample	Font Name	Sample
Edwardian Elegance		Elegant Cornice	
Enchanted Forest		Ethereal	
Excalibur		Fanciful Flowers	
Floral Fantasy		Floral Frame	
Floral Whispers		Floral Wreath	
Garden Cheer		Garland	
Hearts Aflutter		Iron Gate	
Ivy		Lady Josephine	
Laelia		Lord Lancelot	

Font Name	Sample	Font Name	Sample
Lovely Lace		Lovely Linens	
Mazama		Meng	
Monogram 1		Monogram 2	
Morning Glory		Motler	
Ornate Tile		Picturesque	
Royal Beauty		Scarlet Script	
Scripted Charm		ScriptMT	

Font Name	Sample	Font Name	Sample
Shoji		Spring Inspiration	
Spring Love		Terra	
Valor		Victorian Memories	
Victorian		Wreath Script	

Script Fonts

Font Name	Sample	Font Name	Sample
Autograph		Barrista	
Bliss		Bold Script	
Cannes		Caroline	
Elegance		Elegant Script	

Font Name	Sample	Font Name	Sample
English Script	*ABCabc*	Fairy Script	*ABCabc*
Favorite Script	*ABCabc*	Handwriting Script	*ABCabc*
Indepen- dence	*ABCabc*	Italic Script	*ABCabc*
Key Script	*ABCabc*	Madeline	*ABCabc*
Moorea	*ABCabc*	Paintbrush	*ABCabc*
Plume Script	*ABCabc*	Princess Script	*ABCabc*
Regal Script 4mm	*ABCabc*	Script 4mm	*ABCabc*
Signature	*ABCabc*	Simple Script	*ABCabc*
Sorrento	*ABCabc*	Vanilla Script	*ABCabc*

Glossary

Appliqué

Embroidery process that involves using cut pieces of fabric in place of large fill stitch areas. The fabric pieces are sewn into the design. The process is used to reduce stitch counts in large designs and/or to create a unique appearance.

Arc

A curved shape similar to a half circle. A baseline shape.

Automatic Trim

An automated machine process that cuts the top and bobbin thread when directed by data stored in a design file. This function is usually used after a jump or a color change. This process eliminates the need for manual trimming.

Baseline

A line in which lettering segments sit.

Bitmap Images

Paint and image-editing software such as Corel Photo-Paint and Adobe PhotoShop generate bitmap images, also called raster images. Each pixel in a bitmap image has a specific location and color value assigned to it. Bitmap images reproduce the subtle shading found in continuous-tone images, such as photographs. Bitmap images are resolution dependent. They represent a fixed number of pixels; as a result, they can lose detail and appear jagged if they are scaled on-screen.

Color Palette

A collection of thread colors for a particular brand of thread.

Color Stop

A command that instructs an embroidery machine to stop sewing a design in order to change its thread colors. Also known as *Color Change*.

Column Stitch

Formed by closely arranged zig-zag stitches. Often used to form borders. See also *Satin Stitch*.

Condensed Format

Method of digitizing in which a proportionate number of stitches are placed between defined points after a scale has been designated. With a machine or computer that can read condensed format, the scale, density and stitch lengths in a design may be changed. Also referred to as Outline Format.

Cross Stitch

Two stitches that cross at the center to form an X.

Density

Density is the number of stitches covering a given area. Large letters, large fill areas and textured fabrics, generally need higher densities. The reverse can be true as well.

Design Workspace

The design workspace includes the toolbars, menus, ribbon, and the design window containing the design you are editing. You can change the look and functionality of your design workspace by showing or hiding these elements.

Expanded Format

Individual stitches in a design that have been specifically digitized and are fixed in place. Generally, designs digitized in this format that are not converted to outlines can't be enlarged or reduced more than 10-20% without distortion because the stitch count remains constant.

Fill Stitch

Series of running stitches commonly used to cover large areas. Different fill patterns can be created by altering the angle, length, and repeat sequence of the stitches.

Folders

In Windows®2000/XP your designs are stored in folders. In previous Windows® versions folders were called directories.

Grouped Segments

A collection of segments that work together as a single unit. Grouped segments can be ungrouped to access individual segments.

Handles

Handles are the small boxes at each corner of the selection box you see around active segments. If you point to a handle, the pointer becomes a double-sided arrow. You can click and drag the handle to resize the selected segment or segments proportionally. Clicking and dragging the control points on the left and right side of a handle will resize the segment by width. Clicking and dragging the control points on the top and bottom sides of a handle will resize the segment by height.

Hoop

Device made from wood, plastic or steel with which fabric is gripped tightly between an inner ring and an outer ring. It attaches to the machine's pantograph. Machine hoops are designed to push the fabric to the bottom of the inner ring and hold it against the machine bed for embroidering.

Jump Stitch
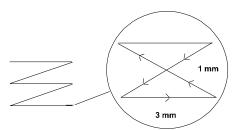
Movement of the pantograph without needle penetration, commonly used to get from one point in a design to another.

Lettering

Embroidery using letters or words. Lettering commonly called "keyboard lettering" may be created from computer software, which allows variance of letter styles, size, height, density and other characteristics.

Lock Stitch

(1) This stitch is formed by three or four consecutive stitches of at least a 10 point movement. It should be used at the end of all columns, fills and any element where a trim will follow, such as color changes or the end of a design. May be stitched in a triangle or a straight line; (2) Lock Stitch is also the name of the type of stitch formed by the hook and needle of home sewing machines, as well as computerized embroidery machines.

Machine Formats

Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files as a machine readable format. When you use machine formats, your design information displays accurately on the screen and designs are sewn correctly on each embroidery machine. You can select a specific machine format for a design when opening or saving designs.

Monogram

Embroidered design composed of one or more letters, usually the initials in a name.

Outline file

File format for storing and retrieving designs which allows for global (automatically changes density, size, stitch width, stitch count in a single operation) changes within that design.

Recipe

A collection of embroidery settings designed for specific fabrics.

Running Stitch

Consists of one stitch between two points. Used for outlining and fine detail.

Satin Stitch

Formed by closely arranged zig-zag stitches. Also known as a column stitch.

Segment

A single piece of a design that is created at one time. A segment has many properties such as its size, color, sequence in designs, stitch type and values, including stitching instructions.

Select tool

The Select tool, located in the Edit toolbar and in the Edit menu, allows you to work in Outline Mode. This tool allows you to select and modify individual or groups of outline segments. You can select outline segments by clicking on a single segment or by clicking and dragging to draw a box around parts of the design. Once you select outline segments, you can edit the segments.

Stitch Editing

Digitizing feature that allows one or more stitches in a pattern to be deleted, lengthened or altered.

Stitch Select tool

The Stitch Select tool, located in the Stitch Edit toolbar and in the Stitch Edit menu, allows you to work in Stitch Mode. This tool allows you to select and modify individual or groups of stitches. You can select stitches by clicking on a single stitch or by clicking and dragging to draw a box around parts of the design.

Stitch to Outline Conversion (STO)

Software feature that converts a stitch file to an outline file. In the Amazing Designs software, machine formats are converted to outlines automatically when you open or merge a design.

Stock Designs

Digitized generic embroidery designs that are readily available at a cost below that of custom digitized designs. Amazing Designs has an ever expanding collection of designs. Visit *www.amazingdesigns.com* for details.

Vector Images

Vector images are images created by programs such as Adobe Illustrator (*.ai), CorelDRAW (*.cdr, *.cmx), and AutoCAD (*.dxf). Vector images are also referred to as line art or object-based graphics. Vector images are defined by mathematical equations and, as a result, can be scaled to any size while retaining their crisp outlines and details.

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